



Panui Mema-a-Tau Annual Membership Newsletter 2023



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From the national board president



Dairne Kirton
National board president

Tēnā koutou katoa

ON BEHALF OF the national board, welcome to CCS Disability Action's sixth Annual Membership Newsletter.

Board membership

In October 2022 Andrew Austin and Matt Hannah were appointed to the board for their financial, investment and governance experience. You can read more about Andrew, Matt and Wairarapa local committee chair member Donna Laing in the governance profile section that starts on page 10.

Ike Rakena, national māngai resigned from his role on the board in December 2022.

A Whakawātea (farewell) was held in Auckland March 23, at Ike's Marae – Makaurau Marae Ihumatao Mangere, returning him to his whānau with love and gratitude with board, staff, and important guests in attendance, to honour his tireless service for over a decade ensuring we honour our commitments to Te Tiriti o Waitangi and our partnership with whānau hauā. His presence and leadership will be missed, and we wish him well and look forward to our paths crossing soon.

National life membership 2022

It is with delight that we share that at the 2022 National AGM the board honoured Pru McLaren, regionally elected national board

member – Tairāwhiti Hawkes Bay, Wairarapa, Manawatu/Horowhenua and Whanganui with national life membership.

Pru made a significant contribution to our organisation. She was not afraid to tackle challenging issues and work to find solutions. She worked hard to support disabled people, local governance, and the community during her 10 years of service on the board, from 2004 to 2021.

National Constitution

Due to legislative requirements under the Incorporated Societies Act 2022 and the Charities Review, the task of reviewing the Constitution has become more than initially understood.

An organisational review, which includes feedback from governance and members, was completed. This will be used by legal professionals to assist the board to progress the development of a constitution that meets all our legal obligations, as well as being fit for purpose for the organisation.

There is a deadline of late 2025, early 2026 to have this ready for the re-registration process set by the Registrar of Incorporated Societies.

We will continue to keep you updated.

Te Aronui – our vision and strategic priorities 2022-2025

Our new vision statement is: *Every disabled person/whānau hauā is interwoven into the lives of their whānau and community.*

Our strategic priorities and vision are embodied by Te Aronui. Aro means 'to face' or 'to turn towards' and nui is 'the great space'. Te Aronui reflects both the nothingness and the everything and is a space of aspiration. Te Aronui will guide CCS Disability Action as we embrace the possibilities of the future.

Te Aronui reflects the interconnectedness of disabled people/whānau hauā to the environment in which we live. We will focus on these connected elements as we work alongside the people we support, each other and other organisations. You can read more about Te Aronui on page 6.

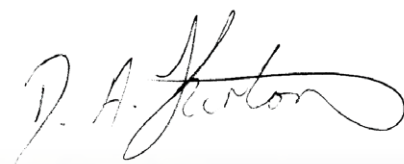
In conclusion

Our national board, local governance, management and staff continue to strive and advocate for a better life for disabled people/whānau hauā – a life of their choosing, a life that is free from any barriers. This is the right of all people and as an organisation we will continue to advocate for equity and equality.

Please let me or your local office know if we can assist you in any way.

Please take care of yourselves and whānau.

Noho ora mai, Mā te wā. Stay safe, stay well and stay in touch.



CCS Disability Action membership

CCS Disability Action is a nationwide member-based organisation that provides support, advocacy, and information for disabled people.

WE HAVE A strong emphasis on local and regional membership and governance. All local governance committees are made up of members. The CCS Disability Action National Board is made up of people who serve on our regional committees.

The result is a wide range of people involved with each branch of our organisation, including financial supporters, political and social change partners as well as those receiving support.

As a member of one of our local branches, you can attend the branch AGM and are able to nominate and vote for members of the local advisory committee (LAC) and the local executive committee (LEC). Some branches just operate one group, which is known as the local committee (LC). You can also be involved in the strategic direction of your local branch and will be kept informed of developments within the wider organisation.

Your membership gives you:

- Access to our low-cost, fully accessible holiday homes.
- Regular newsletters that will keep you up to date on what's happening in the organisation and the disability sector.
- A vote at your branch's Annual General Meeting and a copy of the branch's Annual Report.

- The opportunity to join our local governance groups.
- Access to the members' portal on the CCS Disability Action website which provides you with easy access to relevant information such as:
 - Documents relating to national and branch AGMs.
 - Core national documents including constitutions, vision, frameworks, and strategies.

The members' portal can be accessed via:

➤ www.ccsDisabilityAction.org.nz/members

Log into the portal by using the information below:

@ Member@ccsDisabilityAction.org.nz
🔒 Password: Green*Forest96

Local governance committees

YOU CAN ALSO be active as a member by joining one of our local governance committees.

Our governance is made up of:

- CCS Disability Action National Board.
- LAC – Provides guidance on branch and community activities (made up of locally elected members).
- LEC – Looks after branch finances and assets on behalf of the board (approved and appointed by the board).
- LC (in some branches) – Provides guidance on finances as well as branch and community activities (made up of locally elected members).

Our local governance committees always welcome new members.

If you would like to know more about your local branch and/or local governance committee, please contact:

Executive assistant – Irene Wilson

☎ 04 805 0081

📱 027 801 0386

@ Irene.Wilson@ccsDisabilityAction.org.nz



Te Aronui



Every disabled person/whānau hauā
is interwoven into the lives of their
whānau and community.

Introducing Te Aronui

*Whiria te tangata ka puta he oranga
Whiria nga mahi aroha ka puta he tino rangatiratanga.
Weaving people promotes well-being
Weaving the work of love promotes excellence.*

THE CCS DISABILITY Action National Board are pleased to gift new Strategic Priorities to the organisation, embodied by a new illustration called Te Aronui.

The strategic priorities are underpinned by a new vision:

Every disabled person/whānau hauā is interwoven into the lives of their whānau and community.

The review process

The strategic review process involved members of the national leadership team and board and focussed on whether the current priorities and vision, captured in Te Puāwaitanga, would serve the organisation's needs now and into the future.

The group concluded that the key statements in Te Puāwaitanga needed to be simplified to better reflect the holistic needs and mana of disabled people, their family and whānau as well as our desire to be accountable to them.

The importance of ensuring that any new priorities were informed by past work, knowledge, experiences and objectives was another key requirement – linking to CCS Disability Action's whakapapa (genealogy) by connecting to our history and to significant people and places.

For this reason, it was important to weave the threads of past priorities to inform and strengthen new priorities. This demonstrates that our commitment to the work, individuals and whānau is continuous and forever evolving.



CCS Disability Action's vision has evolved over time to meet the changing needs of the people we support.

As a metaphor for this link to past and present, raranga (weaving) signifies the importance of drawing together knowledge and experiences with renewed priorities in order to inform and support future work.

About Te Aronui

'Te Aronui' was created as a new vision concept. It symbolises CCS Disability Action's desire for a society where disabled people are interwoven into the lives of their whānau and community and identifies our new strategic areas of focus in order to support this aim. ►

► Aro means ‘to face’ or ‘to turn towards’ and Nui is ‘the great space’. It reflects both the nothingness and the everything. Traditionally, it is a space of aspiration. Aronui guides CCS Disability Action as we open up to the possibilities of the future.

Te Aronui reflects the interconnectedness of disabled people/whānau haua to the environment in which we live. We will focus on these connected elements as we work alongside the people we support, with each other and other organisations.

Our foundation statement

Our foundation statement, Te Hunga Hauā Mauri mō ngā tāngata katoa, gifted to our organisation by the late kaumātua Kihi Ngatai (QSM), remains unchanged.

This statement, which wraps around Te Aronui, means that all people have Mauri, unique life force, and that we value every person equally regardless of gender, race or impairment.

Our new priorities

Whānau hauā – disabled people

Our purpose and focus. This sits centrally in Aronui as a reminder that everything we do will be underpinned by the self-determination of disabled people.

Mātauranga – knowledge

All people have knowledge to contribute to our society. We recognise disabled people/whānau haua as the experts in their own lives. We will share our knowledge freely to ensure disabled people can access the information that they need. We also recognise that we benefit from receiving the knowledge that disabled people hold.

Whanaungatanga – connectedness

Understanding that all people and systems are interconnected. We will seek to identify connections between people and systems to ensure that disabled people have access to resources they need.

Hauora – wellbeing

Acknowledges that being well means different things to different people. We will ensure that the voices of disabled people/whānau hauā guide us in enabling people to lead their own lives, in their own way.

Accessible formats

Information about CCS Disability Action’s new strategic priorities is available in a range of formats, including NZSL, Te Reo Māori and Easy Read.

You can access these materials at:
www.ccsDisabilityAction.org.nz/strategic-priorities

We use the term ‘disabled person’ to align with the social model of disability, Te Tiriti o Waitangi, Enabling Good Lives Principles, and the New Zealand Disability Strategy. We respect the right of all people to define their own individual and varied identities for themselves.

We use the term ‘whānau hauā’ to describe a disabled person who feels a sense of belonging with a collective of their own choosing. This might be family, whānau, iwi or hapū or other community group.



Governance member profiles



Andrew Austin
National board member

FIRST AND FOREMOST, I am a husband and a proud father of two amazing girls. I am a very happy and fortunate resident in the hills of Normandale, Lower Hutt having spent most of my life in Wellington.

My professional work is in wealth management, translated loosely as the management of financial assets. I particularly enjoy sitting down with people and helping them solve complex financial problems.

I gravitated towards the not-for-profit sector, as I thought they could benefit from the skills I bring and I hoped to make a difference. I was inspired to give back by my parents who did a lot in the community. I would describe them as very charitable, generous people. I saw the impact they could make as individuals, which in turn has inspired me.

I have worked closely with the boards and finance committees of several nationwide not-for-profit organisations for many years. My focus is helping with the prudent long-term management of their important assets.

I also enjoy spending some of my volunteer time in chairperson and trustee roles for charitable organisations, which is how I got involved with CCS Disability Action. I hope to give back to the disabled community through my role as a national board member.

I think both CCS Disability Action's challenges and CCS Disability Action's opportunities are massive. We want to attract and keep good people and ensure the people we serve receive good quality support. Sustainable funding is a real challenge. But I think our scale and our reputation are significant and positive factors for our organisation.

One in four New Zealanders identify as disabled and CCS Disability Action is a major contributor to 'Enabling Good Lives' for this 25 per cent of our population. I see a massive opportunity to leverage our profile and improve the lives of the many people touched by the organisation.

I feel privileged to be involved.



Matt Hannah
National board member

IN MY WORKING life, my current role is Partner in Business Advisory Services at Grant Thornton New Zealand. I have a particular interest in working with people and organisations who are aspirational and growing. I like to have holistic conversations where I can work with others to identify challenges, and establish goals and plans to maximise their success.

I'm a CCS Disability Action National Board member and have been involved with other organisations that support and advocate for disabled people. A friend of mine who used to work at CCS Disability Action introduced me to Mel Smith, who thought my industry knowledge and skill set would be of use to the organisation.

Being an accountant, I, of course, look at our balance sheet and consider how we can best use our assets to support the work we do. Our current government funding does not cover the cost of services we provide to people, so we need to ensure we have other income streams to subsidise core services.

We have an incredible team of people that ensure we provide much-needed support services for disabled people. It is the board's role to resource and support them to provide the best service.

I think that we have a responsibility to give back to others. Different people do this in different ways. For me, I have always been involved in governance roles with sporting or not-for-profit organisations.

I am currently involved with a Canterbury based charity that provides financial support to organisations and disabled people, and I sit on the board of Coastguard Sumner.

I would like to see CCS Disability Action continue as Aotearoa's leading organisation supporting disabled people to live their most independent lives.



Donna Laing
Wairarapa local executive committee chair

I'M DONNA LAING – manager of a local family support centre, partner of a self-employed farmer, mother, grandmother, social worker and lover of my hometown in the wonderful Wairarapa. I genuinely believe families develop best in a safe, non-violent and stimulating environment; that is, when they feel confident and safe in their lives. My aim is to empower our community to be better able to provide this.

I have a degree in psychology, a diploma in social work, a certificate in child protection and I am a registered social worker. I have been the manager of a successful family support centre for over 20 years now, and am presently self-employed. I have enjoyed serving this community all my life and have worked at the coalface of families facing serious challenges. Over these years, I have learned to listen to everyone's needs, as well as how to identify the resources and supports available.

I'm also legally blind and use a guide dog (Kenzie) to help me get around. My personal experience has helped me understand and work with people with differences and life challenges. This has led me to be on the board of CCS Disability Action.

My family are my supporters and the reason I breathe. My mum was a hardworking single parent who contracted polio as a child and grew up with a physical impairment. Her attitude to her challenges has been a strong influence on how I manage my different abilities. My children and grandchildren have also added some colour to my life – through them I have learned what it takes to deal with challenges such as ADHD and hearing impairments.

I have been actively involved in local initiatives, and have facilitated workshops for adults and children for the last 30 years. Education and teaching are at the core of social work, and the work I have done in our community. I love connecting with diverse people with different viewpoints.

Some of the projects I am involved in include collecting for the Red Cross annual appeal and fundraising, Arrow Fm radio shows, Teddy Bear's Picnic, Breakfast by the Lake and the hospital rehab unit upgrade with Rotary. I was also the driving force behind a project in Vanuatu to set up education supports on one of the worst-hit islands after Cyclone Pam.

I'm excited – for our families, for our future.



Annual General Meetings

An Annual General Meeting, commonly referred to as an AGM, is a formal meeting that is held once a year. It is a legal requirement for incorporated societies to hold an AGM.

AN INCORPORATED SOCIETY is a registered group or organisation of at least fifteen people created for a reason that is not for financial profit. It is owned by and for the members.

A CCS Disability Action AGM involves:

- Reviewing the past year.
- Electing committee/board members.
- Reviewing the annual audited accounts.
- Appointing auditors, solicitors and patrons.
- Providing the opportunity to communicate with members, people we support, partners and other interested parties.
- Voting on changes to the National Constitution.

Standard AGM agenda items for a branch AGM or National AGM

1. Karakia.
2. Welcome from the local advisory committee chairperson/national president.
3. Apologies.
4. Acceptance of proxy votes.
5. Acceptance of previous AGM minutes.
6. Chairperson address/national president's address.
7. Regional representative address (branch AGM only).
8. General manager address/chief executive address.
9. Acceptance of annual report.
10. Acceptance of annual audited accounts.
11. Nomination of patrons.
12. Appointment of auditors.
13. Appointment of solicitors.
14. Remits/recommendations.
15. Appointment of branch voting delegate for the National AGM.
16. LAC member nominations (branch AGMs only).
17. Life membership nominations.
18. General business.
19. Guest speaker.
20. Destruction of proxy votes.
21. Notification of AGM and venue for next year.
22. Closing karakia.

National AGM 2023

Attendance

Anyone is welcome to attend the National AGM.

Voting

Only **appointed delegates** have voting rights at the National AGM. Members who are not delegates may take part in the business and discussions of a meeting but are not entitled to vote on any question.

Each local advisory committee (LAC) or local committee (LC) appoints a voting delegate to represent the local area. Voting delegates must be members of the branch. Their vote must uphold the decision voted on at the local branch committee meeting and cannot be changed.

Proxy process

CCS Disability Action Inc. National Constitution 12.3.c and 12.3.d:

- (c) *“Any voting **delegate** unable to attend any meeting may vote by proxy appointed in a form determined from time to time by the board in accordance with the Constitution.”*
- (d) *“The instrument appointing a proxy is to be in writing, signed by the appointer, and is to be produced prior to the meeting to the chairperson or to the registered office before the person named in the instrument as the proxy purports to vote. No person may be appointed a proxy who is not a member.”*

A proxy vote must uphold the decision voted on at the local branch committee meeting and cannot be changed. Notification of proxy by email is acceptable.

Draft minutes of National AGM 2022

A copy of the draft National AGM minutes 2022 is available through the members’

portal, governance portal or by contacting the national returning officer.

National board constitution remit 2023

The national board have put forward a remit for consideration at the National AGM 2023 as follows:

That the following clause be added to the National Constitution as clause 9.2(h):

That the provisions of clause 9.2(g) shall be suspended until the Annual General Meeting in 2026 and the board members as at 30 November 2023 will continue to hold office until then.

Supporting statement/explanation

The new Incorporated Societies Act 2022 requires us to update our National Constitution and re-register by April 2026. In order to facilitate a smooth transition, it is proposed that the national board members of the society do not change during that period and for a few months after.

Background

We have been aware for some time of the requirement to re-register as an Incorporated Society by April 2026. This has been driven by the changes to the Incorporated Societies Act – which were legally adopted in 2022.

Many of the changes relate to constitutional requirements, and an updated National and Branch Constitution are also required as part of the registration process. The constitutions will need to meet the requirements of the new Act.

As shared by Parry Field Lawyers at the Nov/ Dec 2022 Governance Forum, there is some considerable work to be undertaken to ensure that CCS Disability Action meets the deadline of April 2026.

One of the issues for the current National Board, is that the 2 consecutive terms for several board members come to an end between November 2024 and the Nov/Dec AGM 2026.

Our National Constitution currently states under 9.2(g):

The elected board members will hold office for a period (term) of three years. Elected board members cannot hold office for more than two consecutive terms.

Parry Field Lawyers were consulted on this issue and in light of the work involved for the re-registration process, recommended seeking approval from members to suspend board member terms until the National AGM 2026.


The intent behind this is to retain the knowledge and expertise of current board members during this time of transition. Parry Field Lawyers have provided the wording of the additional clause for the National Constitution to make this possible.


The remit is to be voted on at all Branch AGMs and the Branch vote will then be brought to the National AGM.


National AGM contact details

Returning officer – Irene Wilson

Executive assistant CCS Disability Action

 P O Box 6349, Wellington

 04 805 0081

 027 801 0386

 Irene.Wilson@ccsDisabilityAction.org.nz

National AGM timeline 2023

Due date

Regionally elected board members

Nominations to be received by national office.

Friday 15th
September 2023

Remits/recommendations

Notice of all AGM remits to be sent by national office to branches, local governance and members.

Monday 25th
September 2023

Voting forms for election

If more than one nomination received per region/role for regionally elected board members sent to members by national office.

Friday 22nd
September 2023

Members election votes

for regionally elected board members received by national office.

Friday 20th
October 2023

Proxy forms

to be received by national office.

Wednesday 29th
November 2023

Agenda and minutes of previous AGM

Available on CCS Disability Action website and on request at www.ccsDisabilityAction.org.nz

Branch AGMS

BRANCH AGMS FOLLOW a very similar process to the National AGM regarding the agenda. However, different rules apply for voting and proxy votes as all members of the local branch have voting rights.

Attendance

Everyone is welcome to attend a branch AGM.

Voting rights

All members of the local branch have the right to vote. This includes members who are people we support.

Proxy process

Proxy forms are a way of being able to vote if you are unable to attend the meeting.

CCS Disability Action Branch Constitution
11.3.b and 11.3.c:

(b) *Any Member entitled to vote who is unable to attend any meeting may vote by proxy*

appointed in a form determined from time to time by the local executive committee in accordance with this Constitution.

(c) *The instrument appointing a proxy is to be in writing, signed by the appointer, and is to be produced prior to the meeting to the chairperson or to the registered office before the person named in the instrument as the proxy purports to vote. No person may be appointed a proxy who is not a member.*

Notification of proxy by email is acceptable.

A proxy form is available through the members' portal on our national website or by contacting your local branch returning officer.

A copy of the draft minutes of your 2022 branch AGM is available through the members' portal on our national website or by contacting your local branch returning officer.

Local branch AGM timeline for members

Due date

Local advisory committee member nominations

Nominations to be received by the branches.

Thursday 14th
September 2023

Agenda circulation

One week prior to branch AGM via email/membership portal and hard copy available at the branch AGM.

Proxy votes

Prior to commencement of the branch AGM.

Agenda and minutes of previous AGM

Available on CCS Disability Action website, membership portal, governance portal and on request from your local returning officer.

National elections

Elections are held to elect our national president and regionally elected board members.

THE BOARD IS made up of:

- National president (nominated by members).
- Māngai.
- Six regionally elected board members (nominated by the regions).
- Up to four appointed board members for specific skill sets (appointed by the board).

The term of the national president and/or regionally elected board member is three years. A person can hold one of these roles for two consecutive terms (following re-election at the end of each three-year term) – i.e., six years in total.


If the president and/or regionally elected board member/s are retiring, they hold the role until the end of the AGM and then those newly elected will take up the role, subject to the signing of a standard confidentiality agreement, code of conduct and police vetting process.


Which roles are up for election this year?

- Regionally elected board member for:
 - **Upper South region** (Nelson/ Marlborough, Canterbury West Coast, South Canterbury):
 - This has been a national board appointed role for the 2022 year as no nominations were received in 2022 and therefore the role is up for election this year.

If you are considering putting your name forward for nomination and would like to know more about these roles before doing so, please feel free to contact the national executive assistant for further information.

Executive assistant – Irene Wilson

 04 805 0081

 027 801 0386

 Irene.Wilson@ccsDisabilityAction.org.nz

All nominations must have a proposer, a seconder and the permission of the nominee. All proposers and seconders must be members of CCS Disability Action from within that region for the regionally elected board member nomination, or members of any branch for the National President's nomination. Nominations are to be received by the national returning officer by email or post by **Friday 15th September 2023**.

Nomination forms for the national president and regionally elected board members are available through our members' portal or on request from the national returning officer.

If more than one nomination per role is received, there will be an election process as follows:

- **Regionally elected board members:** Notification of an election and voting form will be emailed/sent to all members in the region by the national returning officer by **Friday 22nd September 2023**.
- The voting forms will need to be returned to the national returning officer by **Friday 20th October 2023**.

CCS Disability Action regionally elected board member role

REGIONALLY ELECTED BOARD members are elected to the board from within regions and are to act in the best interests of the whole organisation.

Term of office

The term of office is three years, with the ability to be elected after the first three-year term has expired for one further term of three years.

Responsibilities

- To work for the greater good of CCS Disability Action.
- To promote and uphold the organisation's philosophy, policies and vision.
- To uphold Te Tiriti o Waitangi, the UN Convention of the Rights of Persons with Disabilities, the New Zealand Disability Strategy and the Enabling Good Lives principles in the way we work.
- To ensure the board's governance policies are followed.
- To fulfil a governance role as a member of the CCS Disability Action National Board through:
 - Communicating regularly with local governance members in their region.
 - Representing the views and interests of their region at the board level as required or appropriate.
 - Promoting the board decisions and viewpoints at the local governance level.

Duties

- Attend and participate in:
 - All board meetings.
 - National governance forums in June and December.
 - National Annual General Meeting (December).
 - Local governance meetings where possible**(see below).
 - The first board meeting following their end of term, to support the induction process of incoming board member/s.
- Serve on board committees/working groups as required.
- Pre-board meeting preparation by:
 - Providing a six-monthly regional report to the board (March and September).
 - Providing board papers as agreed to at board meetings.
 - Reading all meeting papers.
- Develop and maintain relationships and connections with local governance committees through:
 - Attendance at local governance committee meetings where possible.
 - Setting up regional Hui twice a year to resource March and September regional reporting to the board.
 - Regular contact with the chairpersons of the local committees.

Skills and experience required

- A high level of knowledge and expertise relevant to CCS Disability Action Inc – a large, leading advocacy and disability services provider with a significant operating budget and a thousand-plus staff, including but not limited to:
 - Leadership.
 - Team building.
 - Flexibility to respond to the requirements of the position.
 - Ability to chair meetings.
 - Time to commit to the role.
 - Understanding and/or lived experience of disability.
 - Experience in one or more of the following:
 - Strategic development/planning.
 - Disability policy/issues.
 - Service development.
 - Financial management.
 - Bi-cultural development.
 - Marketing.
 - Organisation management/development.

Key relationships

- Chief executive.
- Board members.
- Executive assistant.
- Local executive committees.
- Local advisory committees.
- Local committees.

- Regional general manager.
- Regional executive assistant and local governance admin support.

Time commitment

Currently, the board has an annual work programme, which provides for six board meetings and one strategic planning meeting per year. The programme includes board committee meetings, board business meetings, training and development and long-term planning sessions.

On top of meeting attendance and potential board committee involvement, a regionally elected national board member is required to attend the local governance committee meetings in their region.


These can be joined via ZOOM and do not have to be in person, but it is beneficial to attend as many of these as possible, to be able to represent the region at the board table.


Remuneration

Regionally elected national board members receive a set annual remuneration (paid in monthly instalments) in recognition of the time commitment required of the role. Board members' remuneration is taxed at thirty-three cents in the dollar, and on top of this, there are also associated ACC levies costs.

For a full copy of the regionally elected board member role description, please contact the national executive assistant:

Executive assistant – Irene Wilson

 04 805 0081

 027 801 0386

 Irene.Wilson@ccsDisabilityAction.org.nz



Local advisory committee/local committee elections

Local advisory committee (LAC)/local committee (LC) members are elected and/or re-elected at the branch AGMs each year.

THE TERM ON the LAC/LC for a committee member is two years. The committee may have up to 10 members. LAC/LC members are elected/re-elected by the members of the local branch.

LAC member role description

Any person who wishes to take a governance role within CCS Disability Action must be a member of a local branch or a life member of a branch. To take on the role of a member of the LAC/LC a person must have the time to attend meetings, as well as to read minutes, agendas and other papers before the meeting so that they can discuss issues at that meeting. A person must feel free to take part in all aspects of the meeting; both listening and contributing to discussions.

LAC/LC responsibilities

- Elect a chairperson at the first LAC/LC meeting following the branch AGM.
- Monitor the operations of CCS Disability Action in the relevant local area to ensure that services are meeting nationally defined standards:
 - Provide advice and support to branch management.
 - Help the branch and national organisation communicate with people we support in the local area.
 - Support the development of the region's business plan.

- Work together with branch staff to organise the branch AGM:
 - Assist in the election of a national board regional representative from your region.
 - Appoint a voting delegate to the National AGM.
 - Submit remits to the National AGM.
 - Organise the election for the LAC/LC as required.
- Report to and liaise with the National Board through the national board regional representative.
- Receive reports from the local executive committee/local committee finance sub committee.
- Nominate individuals with suitable skills who reside in the local area to be appointed as members of the LEC of the branch (LAC only, up to three members of a LAC may also be members of the LEC of the branch).

LAC/LC relationships

LAC/LC members can develop relationships locally to:

- Respond to enquiries from service users and disability groups about the work of CCS Disability Action in the local community.

- Find a means of liaising with service users in local areas to develop familiarity with consumer issues (e.g., newsletters, community forum, networking with other relevant agencies).

LAC/LC members have an opportunity to work closely with the general manager and/or the branch team leader to:

- Provide advice and guidance on local service delivery.
- Ensure LAC activities and contributions are in accordance with the branch strategic and business plans.
- Ensure LAC activities and contributions comply with CCS Disability Action policy and local responsiveness.

- Report perceived gaps in the community in terms of services to disabled people.

LAC/LC members have an opportunity within the local community to:

- Identify barriers that are preventing disabled people from participating in the community and develop recommendations to address these.
- Where appropriate, pass on feedback from the community on issues that would improve service delivery.

LAC/LC nominations

WHEN A COMMITTEE member's term expires, then:

- New members can be nominated for the committee and/or
- Retiring members can be re-elected to the committee.

Nominations are to be received in writing by the branch, by **Thursday 14th September 2023**.

If the total number of existing members of the committee and new nominations are not more than 10 people, then all nominations can be accepted at the AGM and approved subject to the signing of a standard confidentiality agreement, code of conduct and police vetting process.

Your local committee members can be found on the members' portal in the local governance directory.

Please contact your local branch for nomination forms.

Elections

If nominations are received that would make the local advisory committee larger than 10 people in total, then an election process will be held prior to the branch AGM.

The local branch will then send all branch members notification of the election along with a voting form (which will include a brief biography of each candidate).

The notification will also include the deadline for returning your voting form to the local branch returning officer.

Branch contact details

Northland branch

Returning Officer branch AGM, Debbie Schneider

✉ PO Box 24-327, Royal Oak, Auckland 1345

☎ 09 625 3385

@ Debbie.Schneider@ccsDisabilityAction.org.nz

Auckland branch

Returning Officer branch AGM, Debbie Schneider

✉ PO Box 24-327, Royal Oak, Auckland 1345

☎ 09 625 3385

@ Debbie.Schneider@ccsDisabilityAction.org.nz

Waikato branch

Returning Officer branch AGM, Jacqui Tarawa

✉ PO Box 2148, Tauranga 3140

☎ 07 571 7042 extn 7560

@ Jacqui.Tarawa@ccsDisabilityAction.org.nz

Bay of Plenty branch

Returning Officer branch AGM, Jacqui Tarawa

✉ PO Box 2148, Tauranga 3140

☎ 07 571 7042 extn 7560

@ Jacqui.Tarawa@ccsDisabilityAction.org.nz

Tairāwhiti Hawkes Bay branch

Returning Officer branch AGM, Jacqui Tarawa

✉ PO Box 2148, Tauranga 3140

☎ 07 571 7042 extn 7560

@ Jacqui.Tarawa@ccsDisabilityAction.org.nz

North Taranaki branch

Returning Officer branch AGM, Baylea Hanscombe/Ronny Martin

✉ PO Box 324, New Plymouth 4340

☎ 06 758 5423

@ Baylea.hanscombe@ccsDisabilityAction.org.nz

South & Central Taranaki branch

Returning Officer branch AGM, Sarah Knott

✉ PO Box 687, Hawera 4640

☎ 06 278 7212

@ Sarah.knott@ccsDisabilityAction.org.nz

Wellington branch

Returning Officer branch AGM, Marion Hodge

✉ PO Box 35-156, Lower Hutt 5041

☎ 04 567 8910

@ Marion.hodge@ccsDisabilityAction.org.nz

Manawatu Horowhenua branch

Returning Officer branch AGM, Bryony Newenham-Falk

✉ PO Box 143, Palmerston North 4440

☎ 06 357 2119

@ Bryony.Newenham-Falk@ccsDisabilityAction.org.nz

Wairarapa branch

Returning Officer Branch AGM, Joanna Scott

✉ PO Box 498, Masterton 5840

☎ 027 218 0866

☎ 06 378 2426 extn 6507

@ joannaS@ccsDisabilityAction.org.nz

Whanganui branch

Returning Officer branch AGM, Sheryl Brightwell

- ✉ PO Box 102, Whanganui 4541
- ☎ 06 347 1176
- @ sheryl.brightwell@ccsDisabilityAction.org.nz

Nelson/Marlborough branch

Returning Officer branch AGM, Yvette Cattermole

- ✉ PO Box 586, Nelson 7040
- ☎ 03 578 1170 extn 3790
- @ Yvette.Cattermole@ccsDisabilityAction.org.nz

Canterbury West Coast branch

Returning Officer branch AGM, Jo Churcher

- ✉ PO Box 1506, Christchurch 8140
- ☎ 03 741 3299 extn 3872
- @ Jo.Churcher@ccsDisabilityAction.org.nz

South Canterbury branch

Returning Officer branch AGM, Lynnaire Graham

- ✉ PO Box 585, Timaru 7940
- ☎ 03 684 7151 extn 3301
- @ Lynnaire.Graham@ccsDisabilityAction.org.nz

Waitaki branch

Returning Officer branch AGM, Jill Hall

- ✉ PO Box 468, Oamaru
- ☎ 03 437 9005
- @ admin.waitaki@ccsDisabilityAction.org.nz

Otago branch

Returning Officer branch AGM, Mia O'Keefe

- ✉ PO Box 6174, Dunedin North 9059
- ☎ 03 477 4117 extn 3201
- @ otago@ccsDisabilityAction.org.nz

Southland branch

Returning Officer branch AGM, Jacinta Argent/Gordon McKewen

- ✉ PO Box 492, Invercargill 9840
- ☎ 03 218 9696 extn 3801
- @ admin.southland@ccsDisabilityAction.org.nz

Branch & National AGMs 2023

Branch	Date	Venue	Time
Northern region			
Northland branch	Monday 6th November 2023	Whangarei branch, Tui room, 291 Kamo Road, Whangarei	5pm – 7pm
Auckland branch	Wednesday 8th November 2023	Auckland branch, Kauri room, 14 Erson Avenue, Royal Oak, Auckland	5pm – 7pm
Midland region			
Waikato branch	Tuesday 7th November 2023	Waikato branch, 17 Claudelands Road, Hamilton	11am
Bay of Plenty branch	Thursday 9th November 2023	Bay of Plenty branch, 74 14th Avenue, Tauranga	11am
Tairāwhiti Hawkes Bay branch	Friday 3rd November 2023	Napier office, 124 Station Road, Napier	11am
Central region			
Wellington branch	Monday 13th November 2023	Wellington branch, 336 Cambridge Terrace, Naenae	12pm
South & Central Taranaki branch	Thursday 9th November 2023	South & Central Taranaki branch, 85 Princes Street, Hawera	1pm
North Taranaki branch	Wednesday 8th November 2023	North Taranaki branch, McKendrick House, 114 Vivian Street, New Plymouth	12pm
Manawatu/Horowhenua branch	Monday 6th November 2023	Palmerston North office, 248 Broadway Avenue, Palmerston North	2pm
Wairarapa branch	Tuesday 14th November 2023	REAP House, 340 Queen Street, Masterton 5810	1pm
Whanganui branch	Wednesday 15th November 2023	Riverside Christian Church, 4 Ingestre Street, Whanganui	1pm

Branch	Date	Venue	Time
Southern region			
Nelson/Marlborough branch	Saturday 11th November 2023	Blenheim School Hall, Seymour Street, Blenheim	11.30am – 1.30pm
Canterbury West Coast branch	Monday 6th November 2023	Christchurch office, committee room, 224 Lichfield Street, Christchurch and/or ZOOM	5.30pm
South Canterbury branch	Tuesday 7th November 2023	South Canterbury branch, 2-4 Victoria Street, Timaru	2pm
Waitaki branch	Friday 3rd November 2023	Waitaki branch, 316 Thames Highway, Oamaru	12.30pm
Otago branch	Tuesday 31st October 2023	Otago branch, 30 Portsmouth Drive, South Dunedin	12pm
Southland branch	Wednesday 1st November 2023	Southland branch, 142 Don Street, Invercargill	12pm
National AGM			
National entity	Thursday 30th November 2023	Christchurch Sudima Airport Hotel, 550 Memorial Avenue, Harewood, Christchurch	2pm

ZOOM links to AGMs

Many branches will have ZOOM options as well and the details for these will be shared at a later date.

Filming and photography

When you attend the CCS Disability Action AGM event in Christchurch, please be aware we may be taking photographs for use in our newsletters and social media pages.

By entering the event premises, you are consenting to photography, audio recording, video recording and its/their release on the day or reproduction to be used to report and record the event for news, and on websites, social media, or any other purpose by CCS Disability Action at a later date.

This notice fully informs you of your consent, waiver of liability and release before entering the AGM event.



Whakapā mai Get in touch

IF YOU'RE INTERESTED in more information or would like to get in touch we would love to hear from you.

☎ 0800 227 200

@ Info@ccsDisabilityAction.org.nz

f www.facebook.com/ccsDisabilityAction

📷 @ccsdisabilityaction

📍 www.ccsDisabilityAction.org.nz



CCS
disability action

Including all people

TE HUNGA HAUĀ MAURI MŌ NGĀ TĀNGATA KATOĀ