

Easy Read Governance Information

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Our Easy Read Governance Information project began when David Corner ONZM said, “It’s really important that people with intellectual disability are involved in governance like other people and not left behind.”

We spoke with people with intellectual disability who told us about the need for accessible governance information and templates.

The Easy Read team at IHC took these ideas to the Institute of Directors New Zealand. They were enthusiastic about a project that would support greater diversity in the boardroom. We are grateful to the Institute of Directors for partnering with us.

Then we reached out to Shane McInroe, a Standards and Monitoring Services (SAMS) board member with learning disability. Shane agreed to join our team as an advisor. His key contributions included helping identify what was important for the document, and authoring *Shane’s Board Advice* on pages 75 to 78.

Judene Edgar MNZM CMInstD, Principal Advisor in Governance Leadership at the Institute of Directors, reviewed this document. Her advice significantly influenced the final product, and we are indebted to her extensive expertise.

Judene said, “good governance benefits from different perspectives, experiences and ways of thinking. But having a seat at the board table is only part of the picture. Boards need to create an environment where everyone can participate fully, ask questions, challenge ideas and contribute to decisions. Accessible information and the right support are essential to making that happen.”

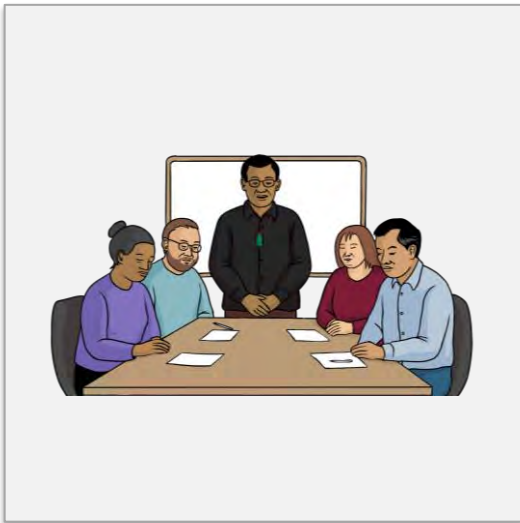
Together, we hope this document will enable more people with intellectual disability to apply for and serve in roles on boards across Aotearoa New Zealand.

Nicolina Newcombe

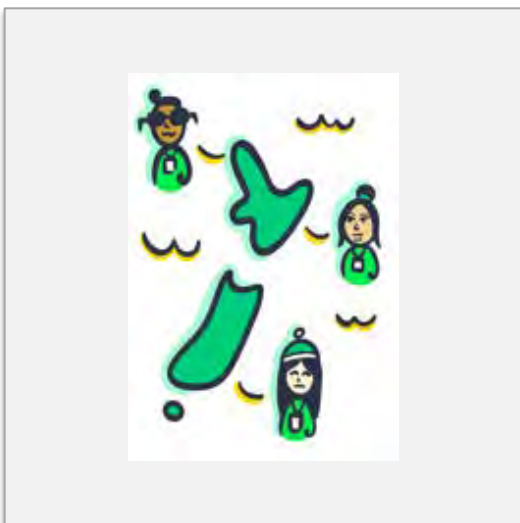
Boards and governance



Thank you for thinking about joining a **board**.



A **board** is a group of people who guide an organisation.



We need more people with intellectual disability on boards in Aotearoa New Zealand.

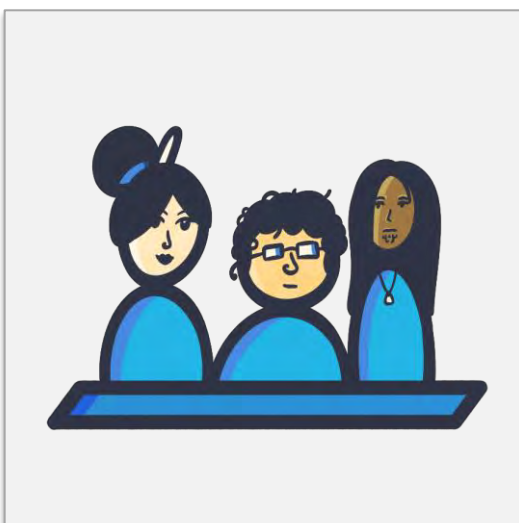


People on a board can be called different things.



You might see names like:

- Board member
- Committee member
- Director
- Trustee.



This document will use the word **board member**.



Board members help decide the future of the organisation and how to reach its goals. They also check that the organisation is doing what it should.



It is different to being a manager. Managers do the work of looking after what happens in the organisation each day.



It is different to being on an advisory group. Advisory groups give advice and share their ideas, but they do not make decisions for the organisation like a board does.



A good board will be made up of different people with different:

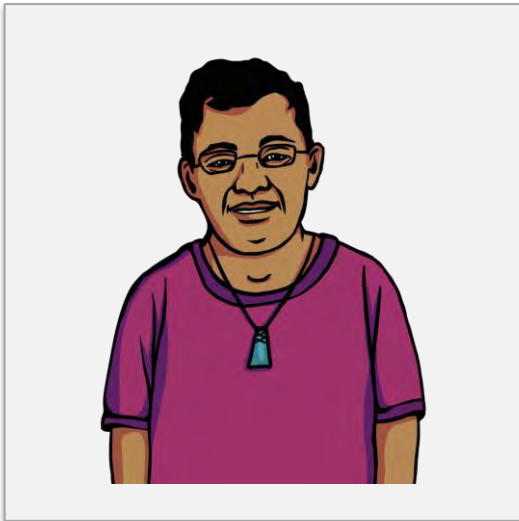
- Experiences
- Skills.



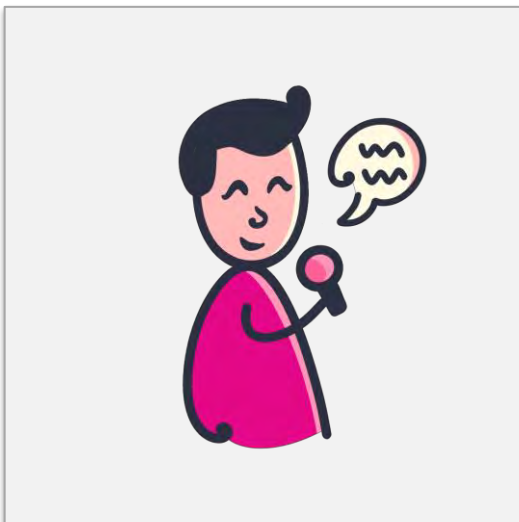
Many boards look for someone with **lived experience**.



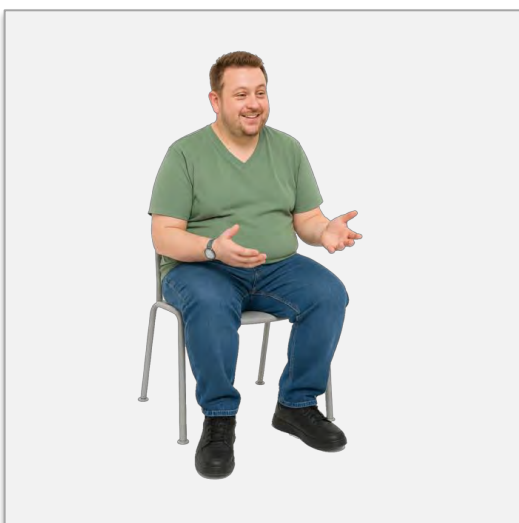
Lived experience is what you know because you have been through something yourself.



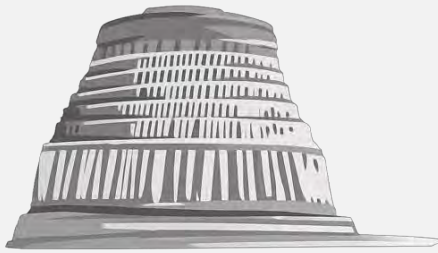
For example, if the purpose of an organisation is to support people with intellectual disability, the board might look for a member with intellectual disability.



A person with intellectual disability can share their ideas and experiences to help make good decisions.



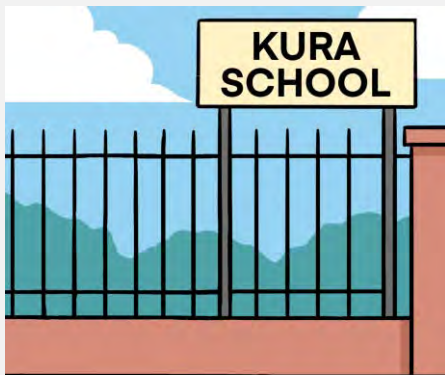
They can help the board understand what really matters to the people the organisation supports.



People with intellectual disability can be on any type of board.



Here are some examples:



- Not for profit boards, organisations that serve a community or cause
- Company boards, businesses or companies
- Government boards, Crown or public organisations
- School boards
- Māori governance boards.





Different types of boards have different:

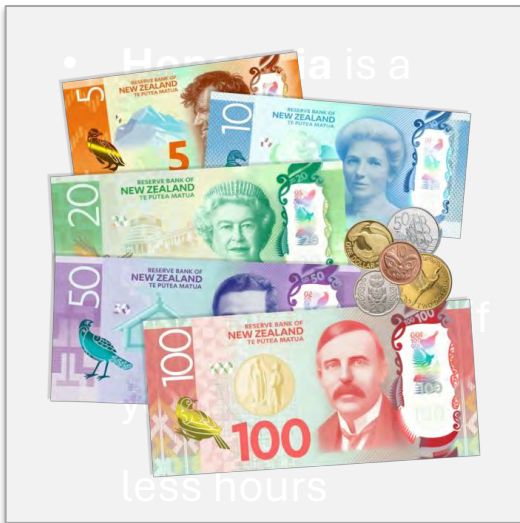
- Ways to join
- Rules
- Documents
- Responsibilities.



Most board members with intellectual disability are serving on not-for-profit boards in disability services.



This guide is mainly about not-for-profit boards.



Board members can be paid or **volunteers**.

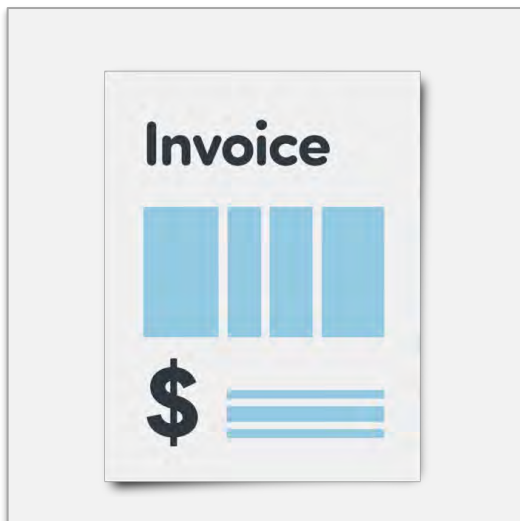
Some board members are paid an **honorary**.



- **Volunteering** means doing something because you want to and you do not get paid.



- An **honorary** is a payment that is usually based on the total job, not the number of hours you work.

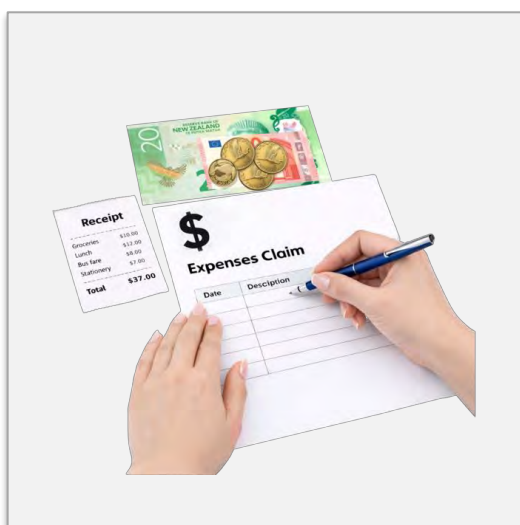


Boards may also pay for **expenses** you have because of your board role.



Expenses are things like:

- Food costs
- Printing costs
- Travel costs.

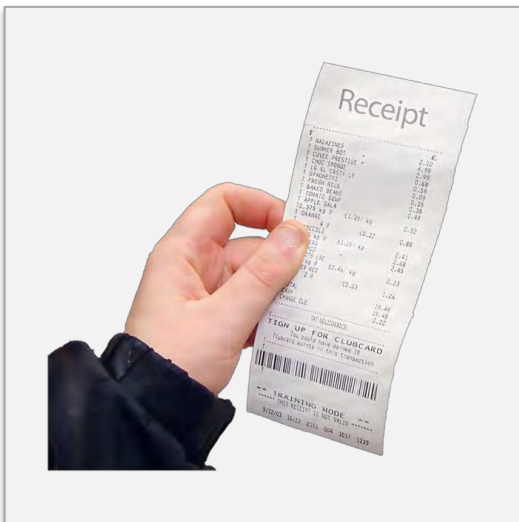


Sometimes board members need to pay for their expenses first and get the money back later (reimbursement).



If you have expenses:

1. Ask your organisation which expenses they will pay for before spending the money



2. Keep receipts to show what you have paid for



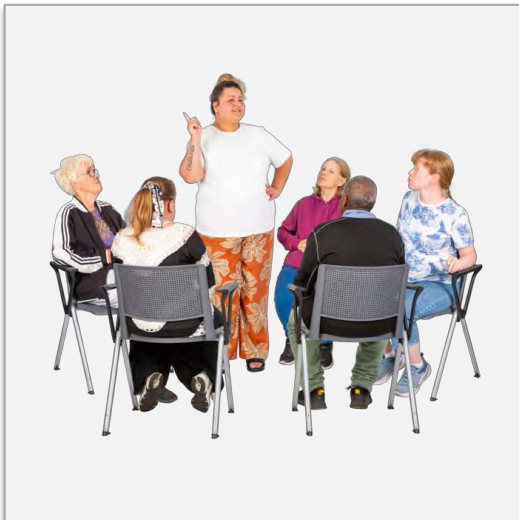
3. Follow your organisation's instructions for how to claim the money back.

Board roles and responsibilities



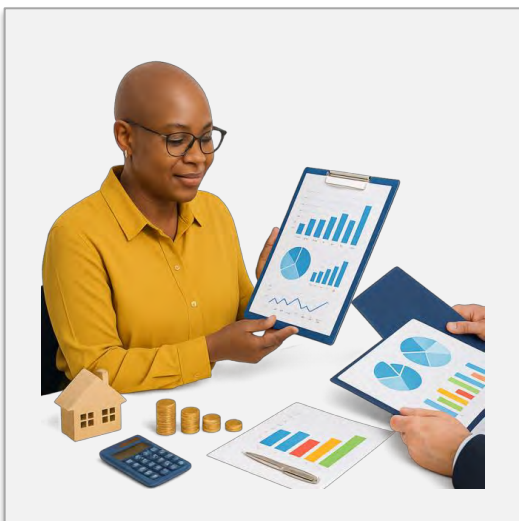
A board is a group of people who guide an organisation.

Some board members have special roles, like chairperson, treasurer or secretary.



Chairperson

The chairperson leads the board.



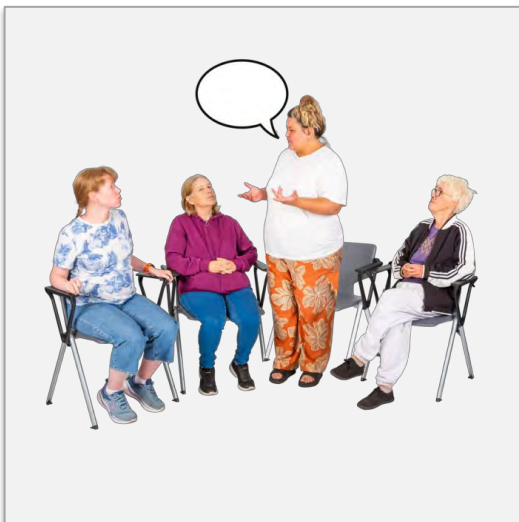
Treasurer

The treasurer helps the board understand about the money in the organisation.



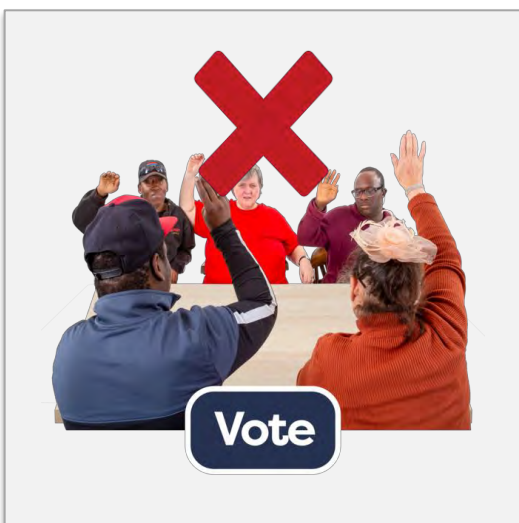
Secretary

The secretary helps organise meetings and makes sure important board documents are kept.



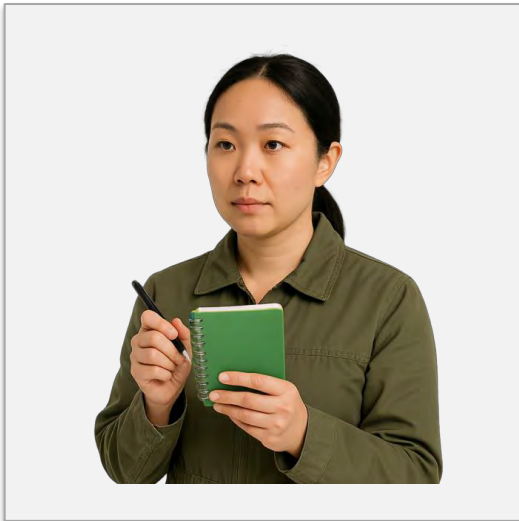
Board member

Everyone on the board is a board member, including the chairperson and the different roles.

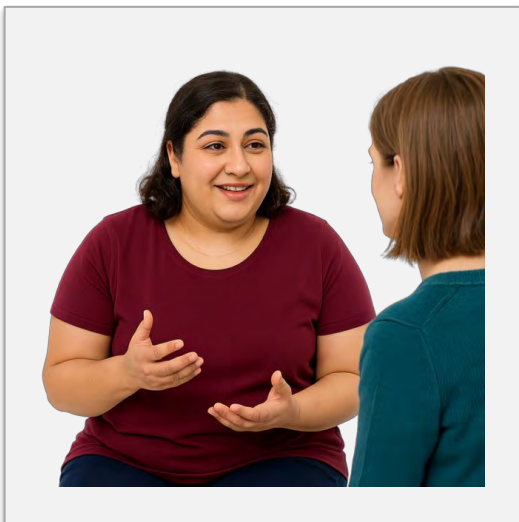


Board observer

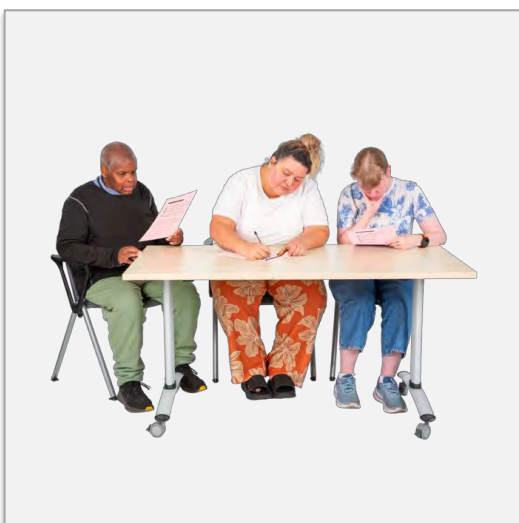
A board observer goes to board meetings but cannot vote or make decisions.



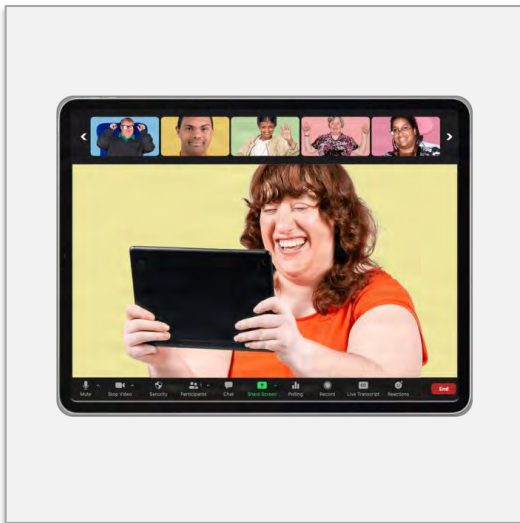
Being a board observer is a great way to get experience.



Some board observers can take part in talking about issues.



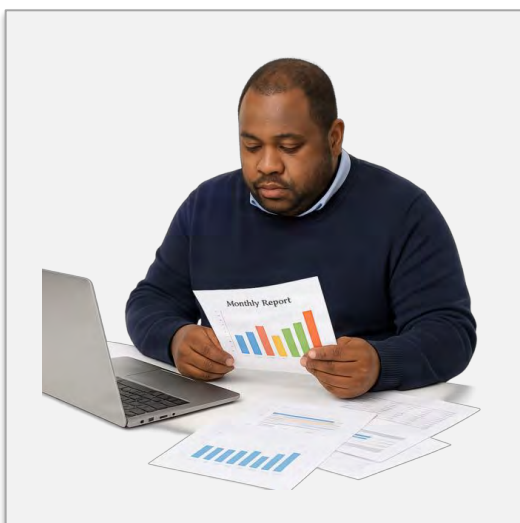
Being a board observer can help people learn about governance before becoming a board member.



Being a board member means thinking and acting like a board member.



It means understanding that the role has real responsibilities.



Board members have different roles but they all have the same responsibilities.



All board members share responsibility for making decisions, including decisions about money.



All board members need to understand how the organisation gets and spends its money. You can ask questions if you do not understand the financial reports.



All board members have to prepare for meetings, take meetings seriously, and be ready to ask questions.



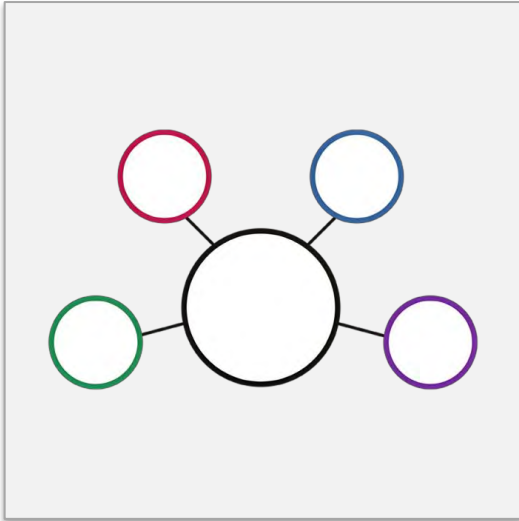
Being a board member means learning all the time.



Board members need to learn new skills as the world changes.



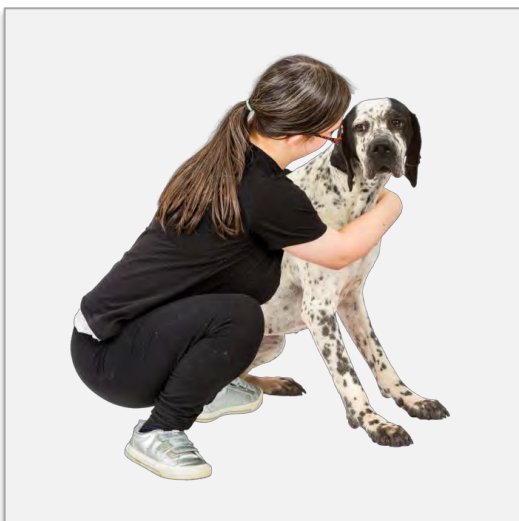
Board members need to keep up with the law, what people think, and what people need.



Having **networks** can help board members understand different views and learn more about the organisation.



Networks are people in your community, the people who do the same work as you, or who care about what your organisation does.



For example, if the board leads an organisation about dogs the people in your network could be:

- Local vets
- Dog trainers
- Council workers.



The board champions the purpose of the organisation and makes sure there is a good plan to make that purpose happen.

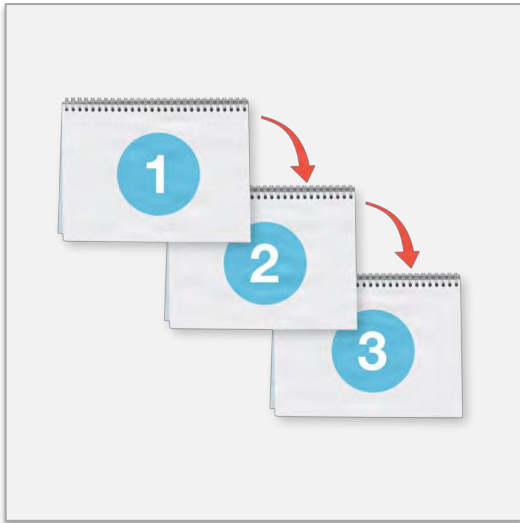


They get reports about the organisation and use these reports to ask questions and check whether things are going well.



They check the organisation is:

- Safe
- Fair
- Following its plan
- Using money in a good way.



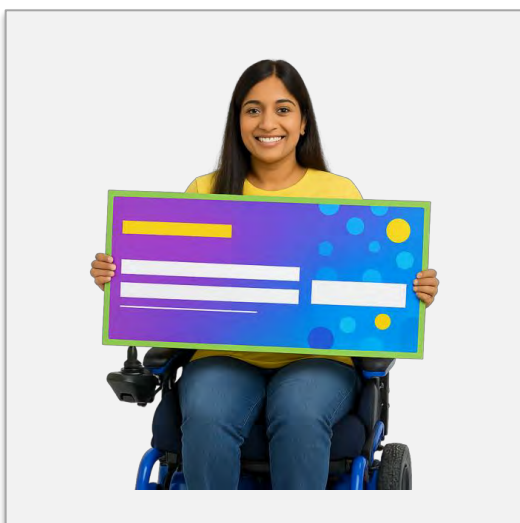
The board also thinks about what could go wrong in the organisation. These are called **risks**. The board checks that the organisation has ways to manage important risks.



Risk means something might not go as planned.

For example:

- Losing money
- People not being safe.



Some boards help the organisation apply for grants (ask for money).

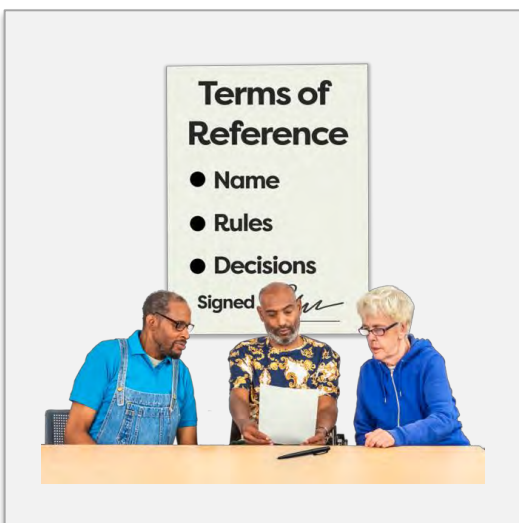


Board members must follow their board rules.



The rules could be in a document called a:

- Constitution
- Trust deed
- Charter
- **Terms of reference.**

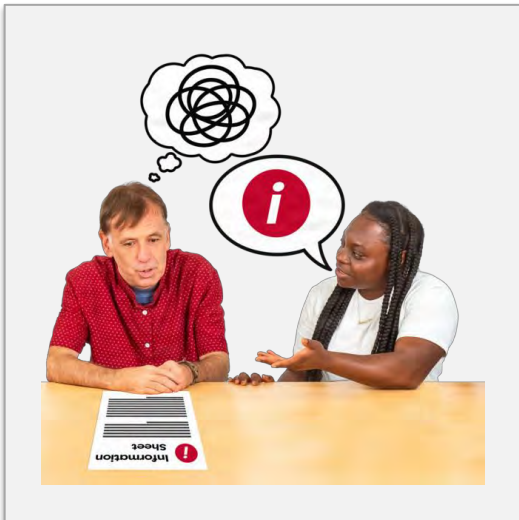


Terms of reference explain why the board exists, who is on it, and how it works and makes decisions.

As a board member, you should understand:



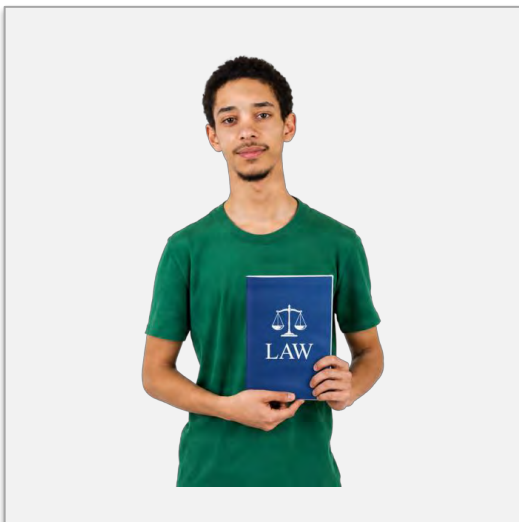
- Your board rules and other governing documents
- How your organisation is set up
- The laws that your organisation has to follow.



You can ask for training or advice to help you understand your responsibilities.



Board members have
legal responsibilities.



Legal responsibilities
means making sure the
organisation does the right
thing and follows the law.

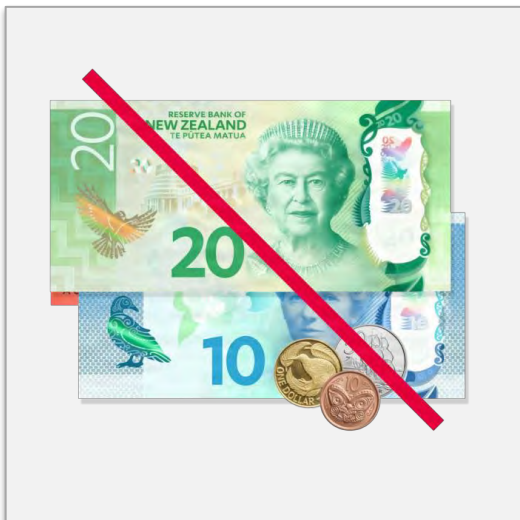


Some board members may have
to pay money themselves if they
do not meet these
responsibilities.

This is called **personal liability.**



Some board members have **limited personal liability**.



Limited personal liability

means they do not usually have to pay the organisation's debts with their own money if things go wrong in the organisation.



The limited personal liability protection has limits. They may still have to pay money themselves if they do not meet their legal responsibilities.

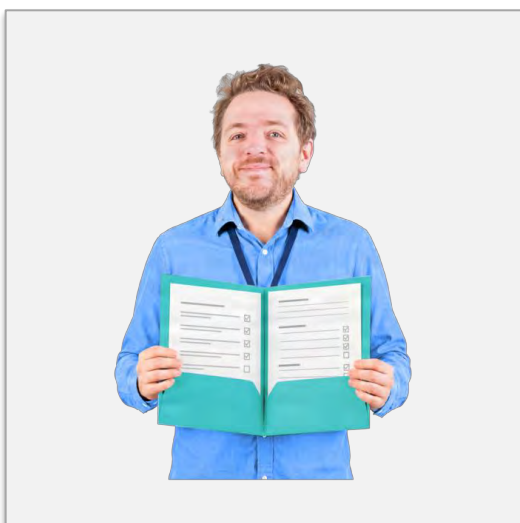


You can help protect yourself by:

- Following the law and the organisation's rules



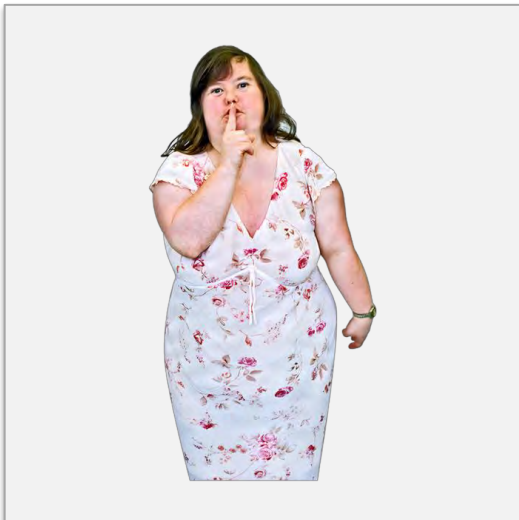
- Asking questions when you are not sure
- Speaking up when you are worried about something



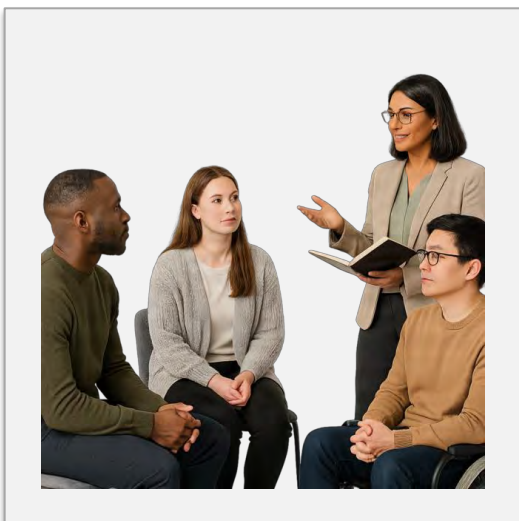
- Making decisions that are in the best interests of the organisation.



Some board information is **confidential**.



Confidential means information that you can only tell people who are allowed to know it.



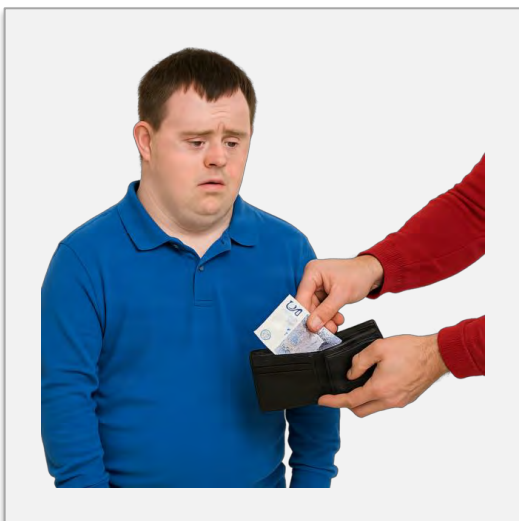
Ask the chairperson if you are not sure which parts are confidential and which parts you can tell other people.



You can always report (speak up about) a **serious wrongdoing**.



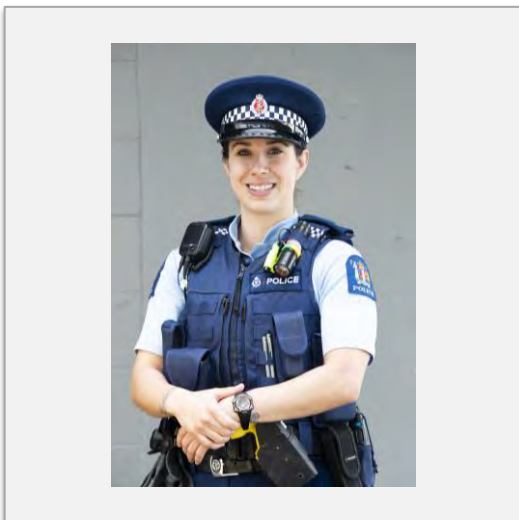
A **serious wrongdoing** is when someone does something very wrong that could cause harm or break the law.



For example, someone might steal money, break the law, or do something that could hurt people.

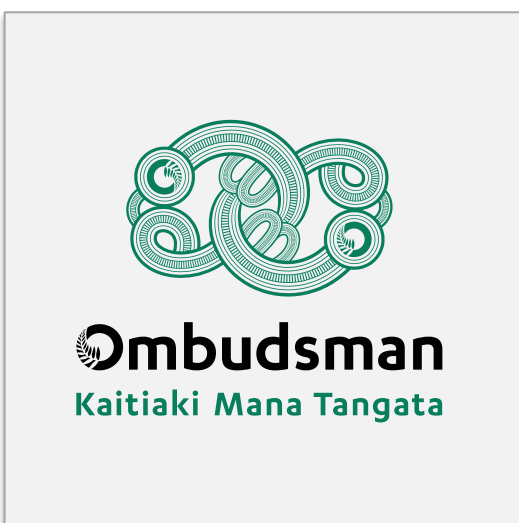


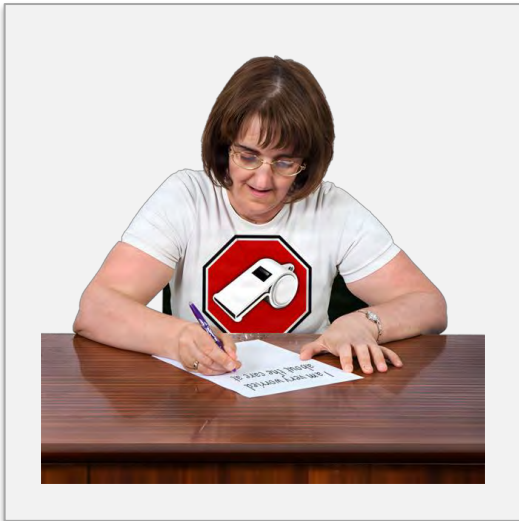
You can tell the chairperson or someone else you trust who can help you report the problem.



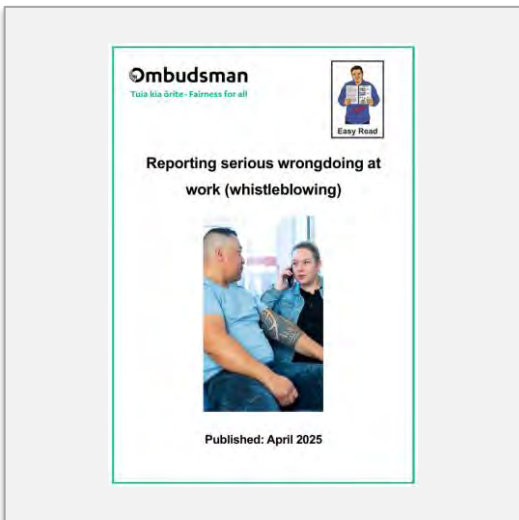
You may also be able to report serious wrongdoing to:

- Police
- A professional membership body, like the Law Society if it is about lawyers or the Medical Council if it is about doctors
- The Serious Fraud Office
- An officer of Parliament like the Ombudsman.





The Ombudsman can help you understand how to report a serious wrongdoing.



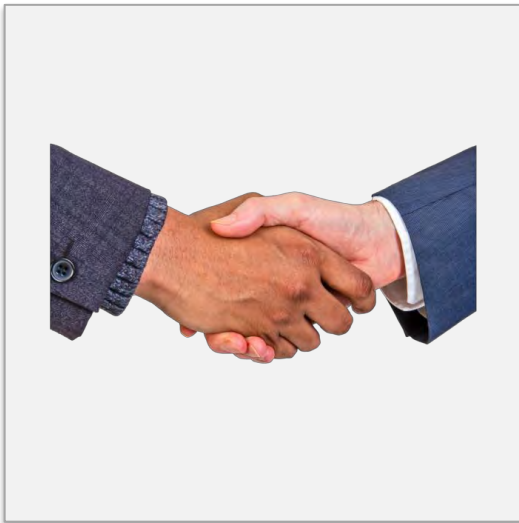
The Ombudsman has an Easy Read with more information.

<https://www.ombudsman.parliament.nz/resources/reporting-serious-wrongdoing-work-whistleblowing>

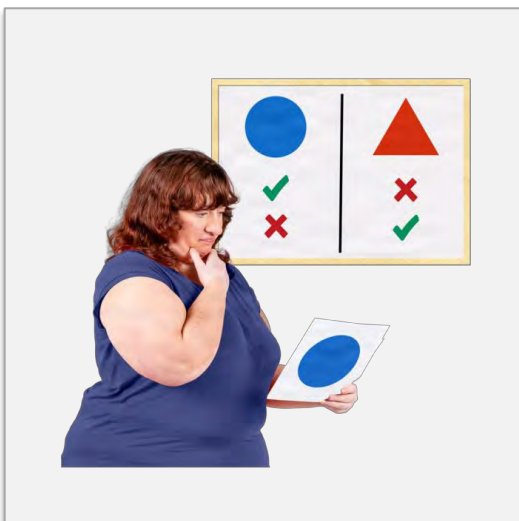
Interests and conflicts of interest



You need to tell the board about any **interests** you have that could affect how you make decisions as a board member.



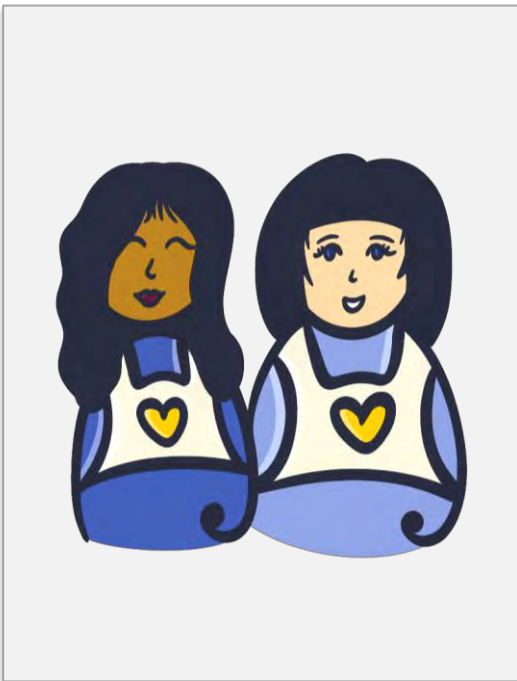
An **interest** is something you have a connection to. This could be a person, organisation, or something you own.



Having an interest does not always mean you have a **conflict of interest**.

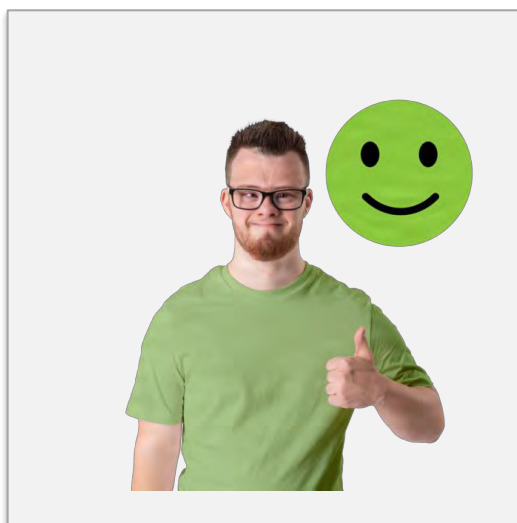


A **conflict of interest** is when something you have an interest in could affect how you make a decision for the board.



Examples of interests that could cause a conflict of interest:

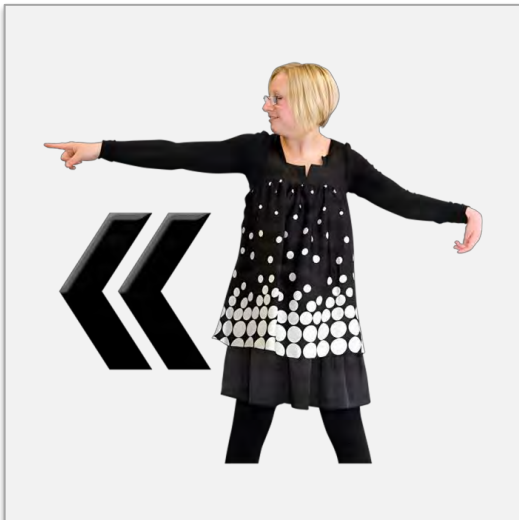
- Your friend works for the organisation you are making a decision about
- You have another job in the same area as the board.



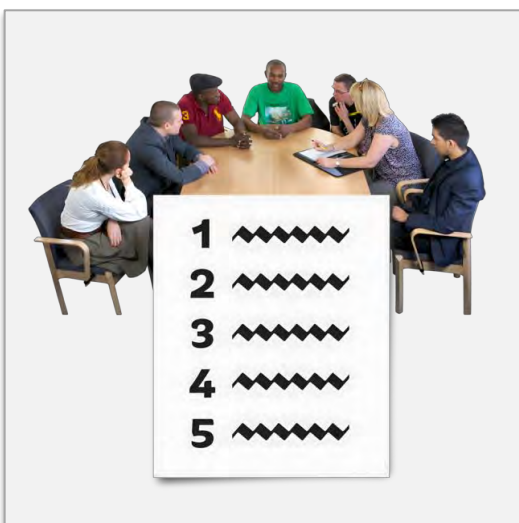
Having a conflict of interest does not mean you have done anything wrong.



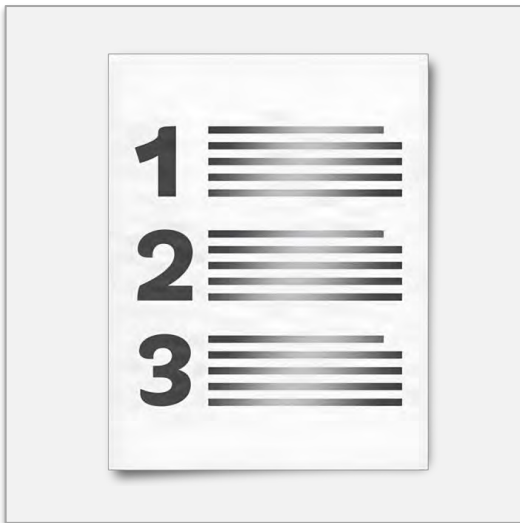
Tell the chairperson as soon as possible if you get a new interest or conflict of interest.



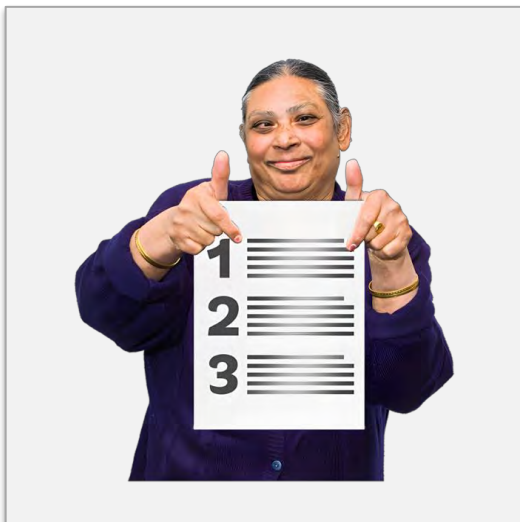
It is best to do this before a meeting.



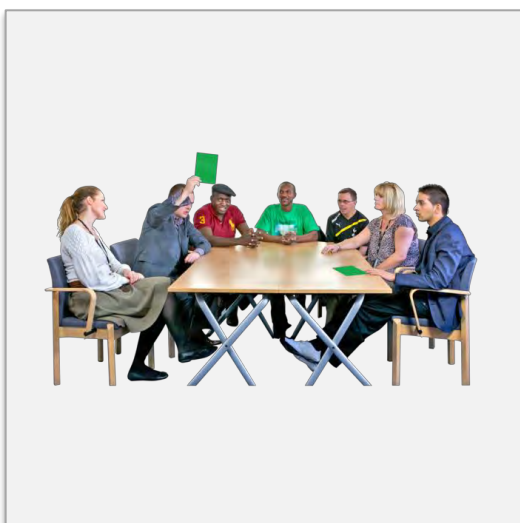
Many boards ask members if they have any new interests or any conflicts of interest with things being discussed at the meeting.



Interests can be written on an **interests register**.



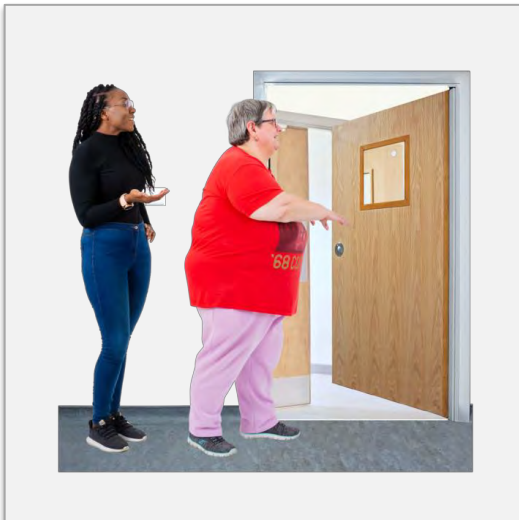
An **interests register** is a list of board members and their interests.



The interests register helps the board identify possible conflicts of interest.



The board will decide how to manage any conflicts. Most boards have rules or a policy about how to do this.



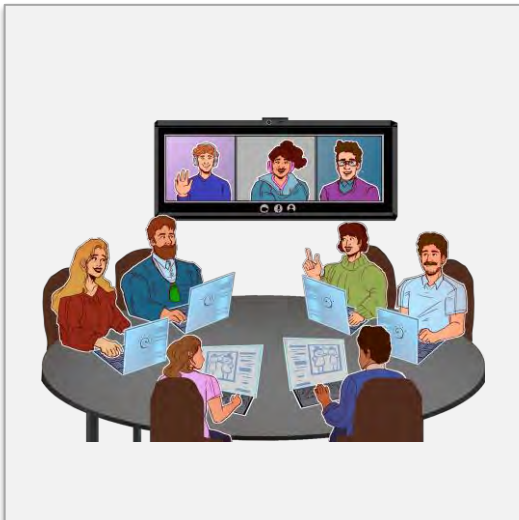
For example, the person may need to go out of the room while an issue is talked about and voted on.

Getting onto a board

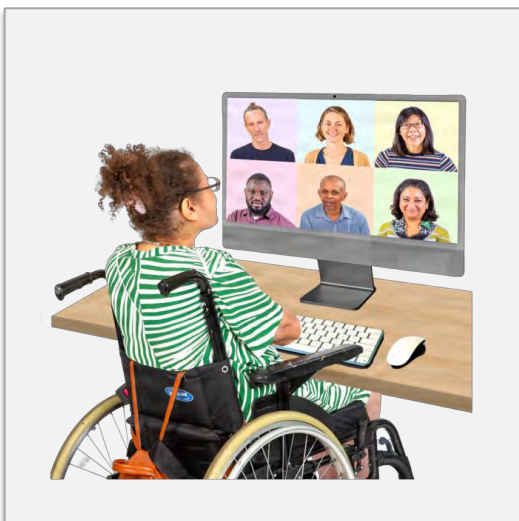


Joining a board can help you:

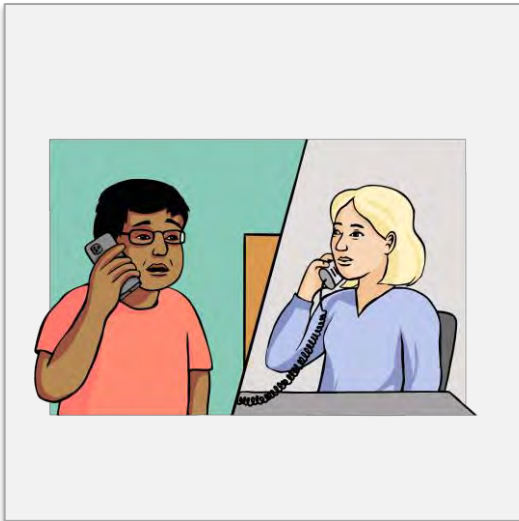
- Make a difference
- Take part in your community



- Meet new people
- Learn new skills.



Here are some ways to find board roles.



Ask an organisation:

“When is your next board election?”

“Are you looking for any new board members?”



Some boards **co-opt** members to get people with special skills, ways of thinking, or lived experience.



To **co-opt** a board member means asking someone to join the board. They do not have to apply or be elected.



Look for board member adverts
(also called vacancies):

Institute of Directors

www.iod.org.nz/vacancies



Some board vacancies are only advertised to Institute of Directors members. Other vacancies are open to everyone. Check each advert to see how to apply.



Appoint Better Boards

[www.appointbetterboards.co.nz
/find-a-board-position](http://www.appointbetterboards.co.nz/find-a-board-position)



Community Governance Aotearoa

[www.communitygovernance.org.
nz/join-a-board/current-
opportunities/](http://www.communitygovernance.org.nz/join-a-board/current-opportunities/)



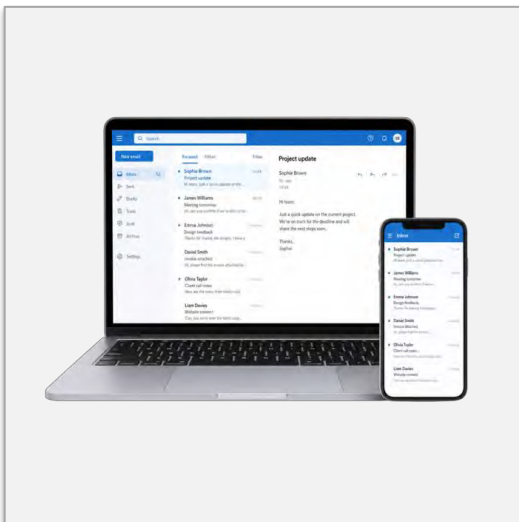
Whaikaha Nominations Database

[www.whaikaha.govt.nz/about-
us/get-involved/governance-
nominations-database-and-
resources](http://www.whaikaha.govt.nz/about-us/get-involved/governance-nominations-database-and-resources)

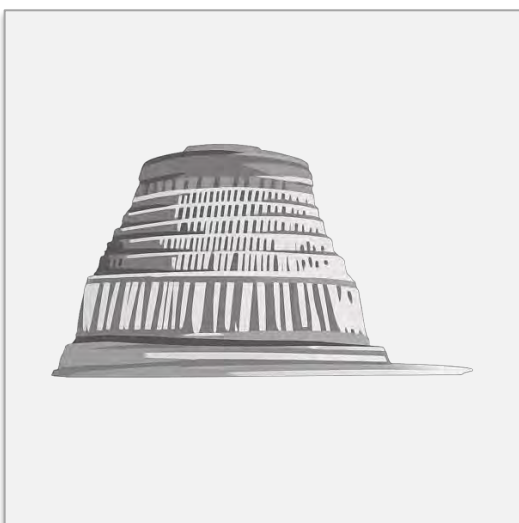
If you need help email
[nominations_service@whaikaha
.govt.nz](mailto:nominations_service@whaikaha.govt.nz)



The Whaikaha Nominations Database is for disabled people.



They will email you information about governance training and places that are looking for committee and board members.



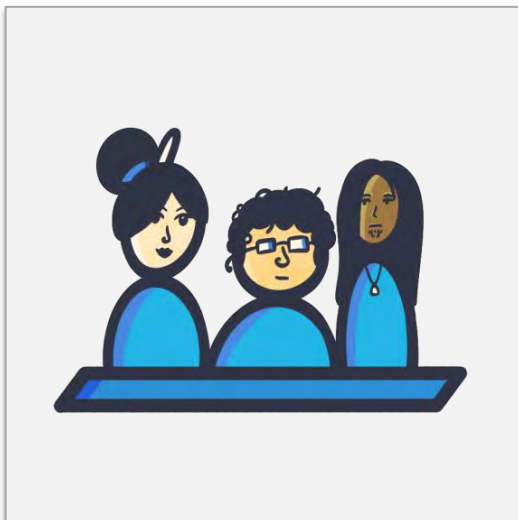
Other parts of the government have nominations databases too, for example:

- Te Puni Kōkiri
- Ministry for Women
- Ministry for Pacific Peoples.



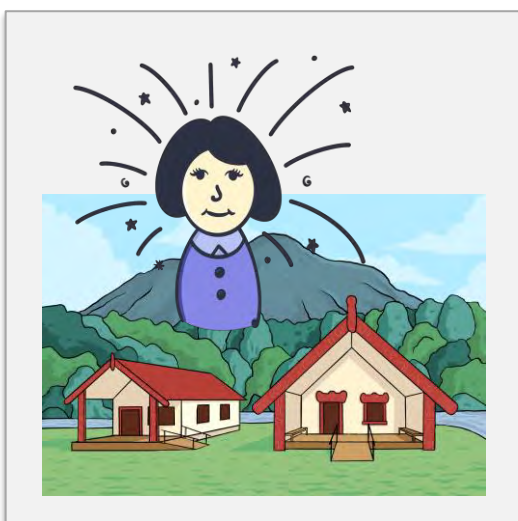
Jobs sites like:

- TradeMe
- Seek
- LinkedIn.

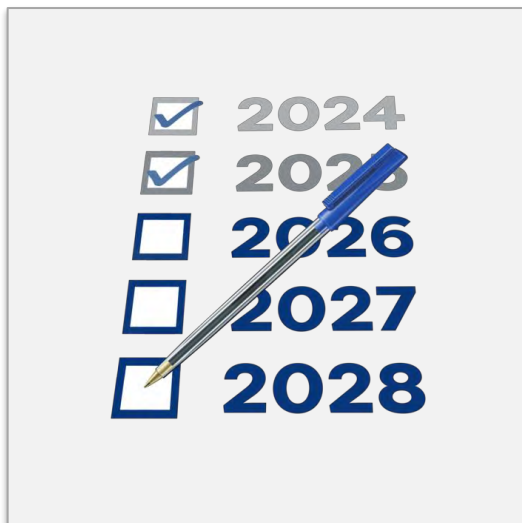


Māori governance:

Each iwi, hapū and marae will have their own ways of selecting and supporting people into governance roles.

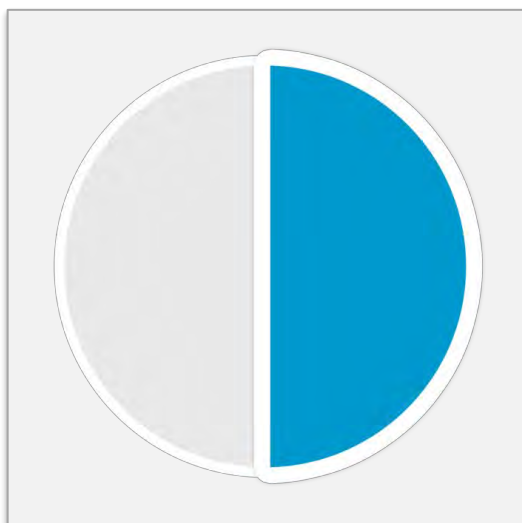


Most of the time, people are put forward by their marae for roles at an iwi level.



School boards

School boards have elections every 3 years.



Some boards have staggered elections. This means they elect half the parent representatives 18 months after the main elections.

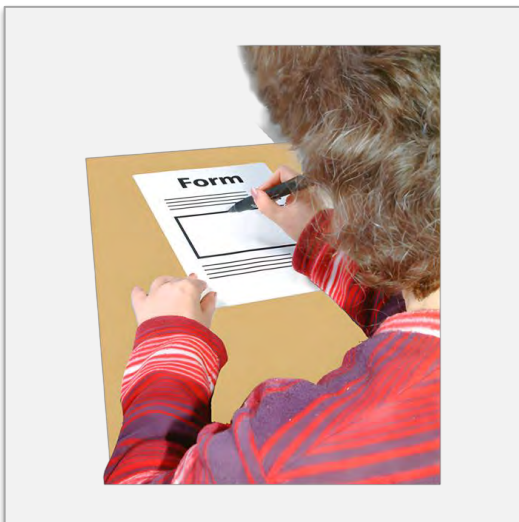


There can also be by-elections.

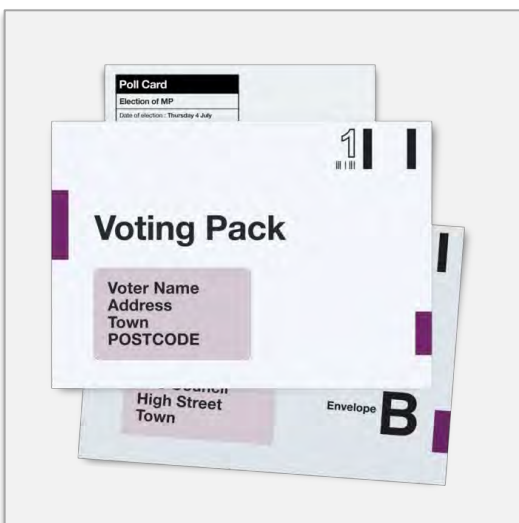
A by-election is for 1 or more new members when someone leaves.



The school will send out nomination forms by post or email.



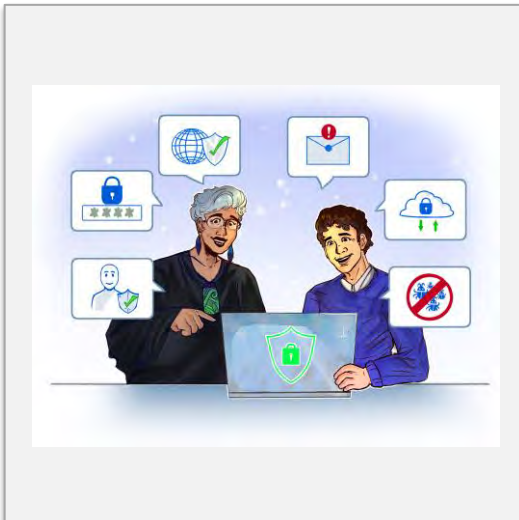
You can write your own name on the form and up to 400 words about yourself. Or someone else can write about you.



There may be a vote for who gets on the board.



You should be given an **induction** when you join a board.



An **induction** helps you learn about the organisation, how the board works, and what your responsibilities are.



You should also be given information and have time to ask questions.

Board member strengths



Here is a list of strengths that can help someone be a good board member.



Most people have some of these strengths but not all of them.

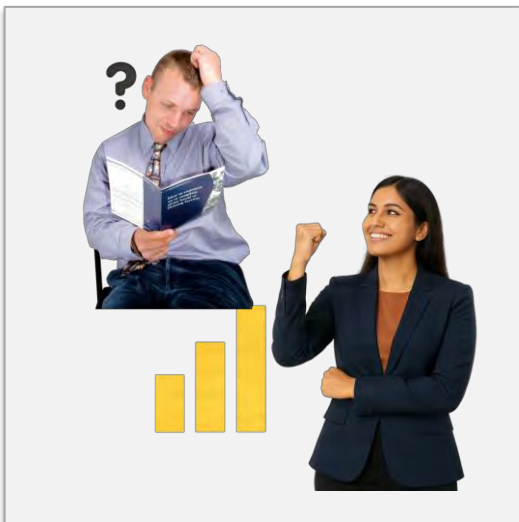


Think about what you are good at and what you might need to learn more about.



Boards look for people with strengths that will be useful to their board.

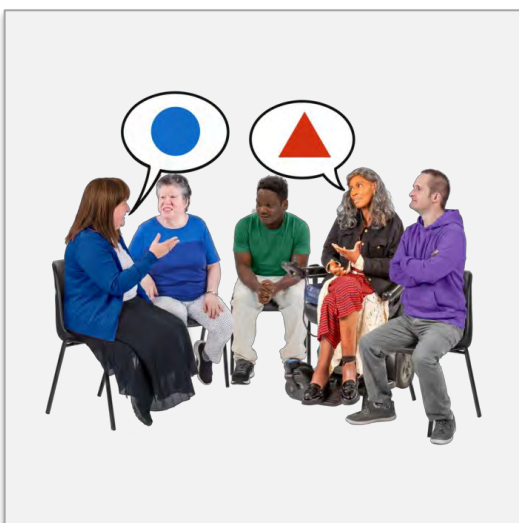
They also want people to know what they need help with.



You can talk about both:

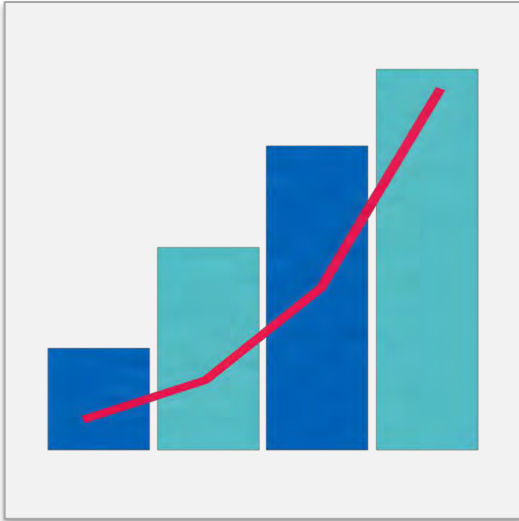
1. Your strengths
2. What you need help with

When you apply for a board role and have an interview.



This list is a guide.

Every organisation is different and every person is different.

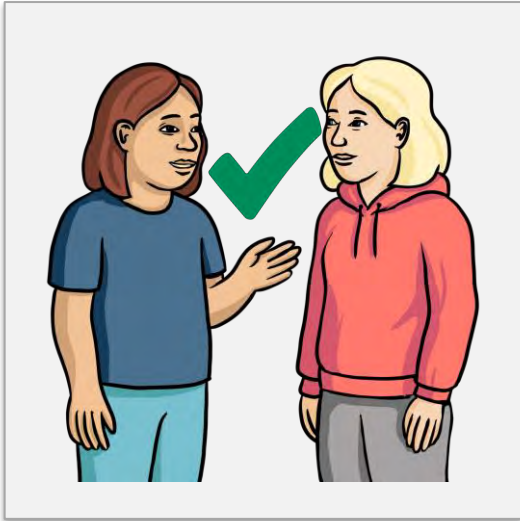


You can learn new skills and build your confidence through:

- Training
- Experience
- Help from a **mentor**.



A **mentor** is someone who shares their board experiences and helps you learn.

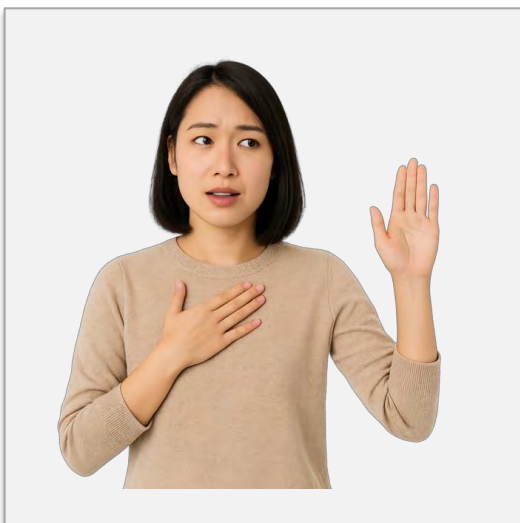


Board strengths:

- Always telling the truth



- Having strong rules about right and wrong



- Saying when they have made a mistake



- Feeling confident talking to people



- Keeping their promises



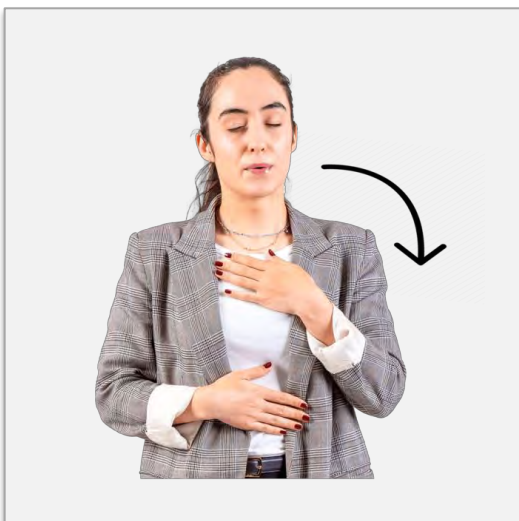
- Keeping going and not giving up



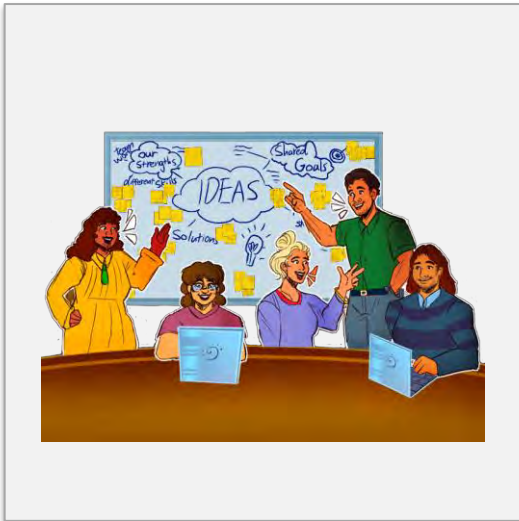
- Having energy and commitment for the **values** of the organisation



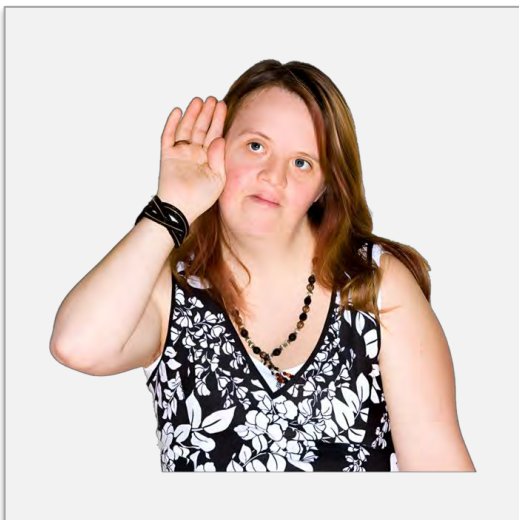
Values are what people and organisations believe in and how they want to work. Some examples are inclusion, kindness, and honesty.



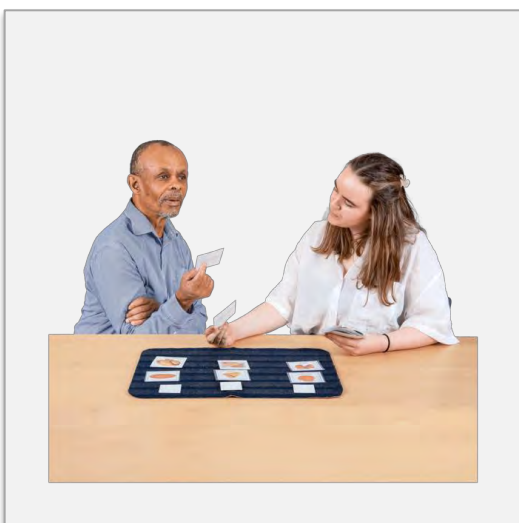
- Staying calm when things go wrong



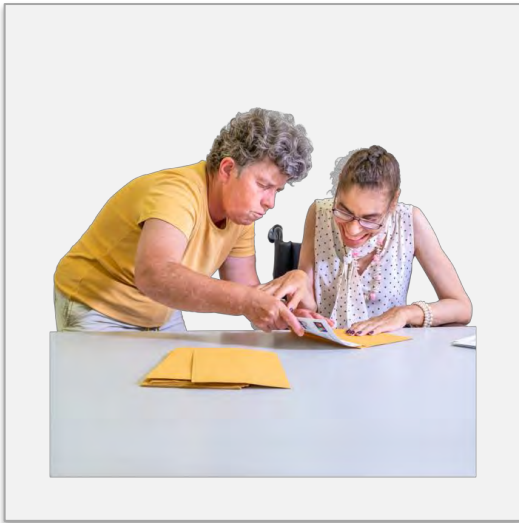
- Working well with others



- Listening



- Being open to other ideas and opinions



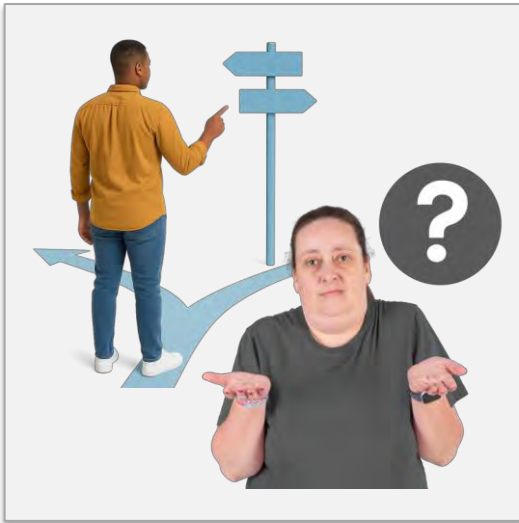
- Giving support when needed



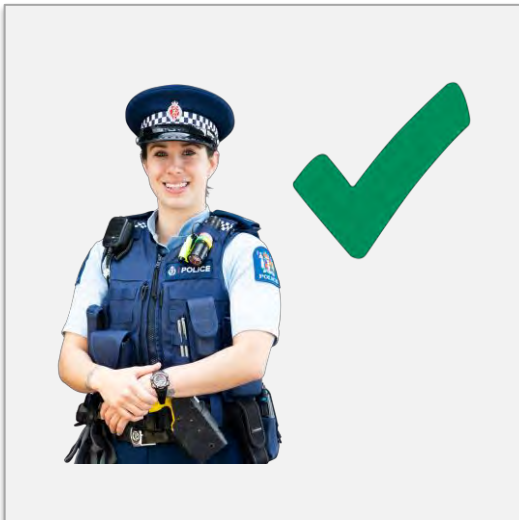
- Taking the lead when needed



- Doing things for the good of the organisation



- Being okay with:
 - Risk
 - Change
 - Not always knowing what will happen



- Following the law.



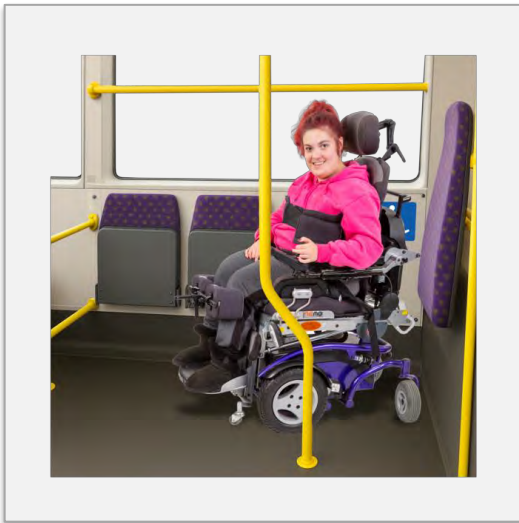
You can find training about being on a board through organisations like the Institute of Directors and Community Governance Aotearoa.

Making board meetings accessible

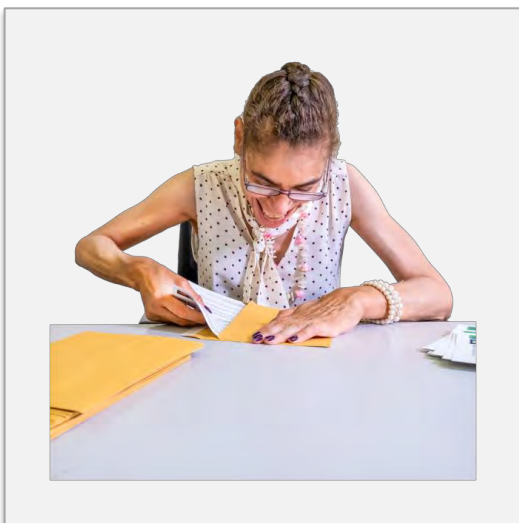


Here are some ways to make board meetings more accessible:

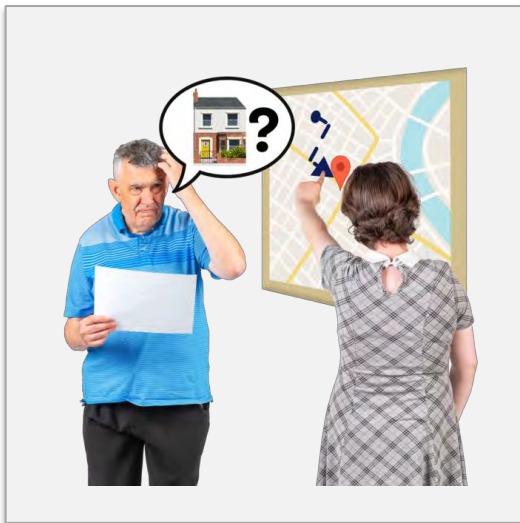
- Ask people what they need to take part fully in meetings



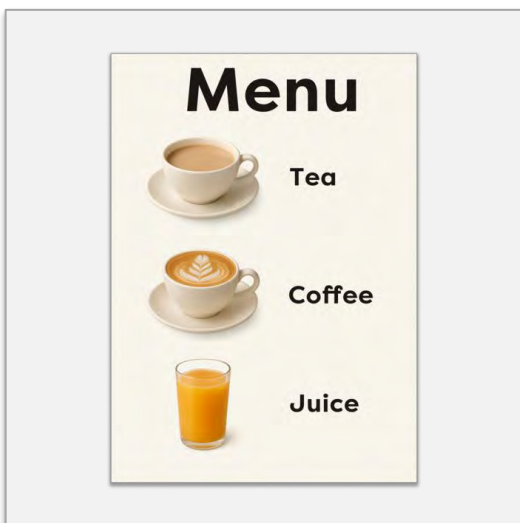
- Check when people need to get to their transport



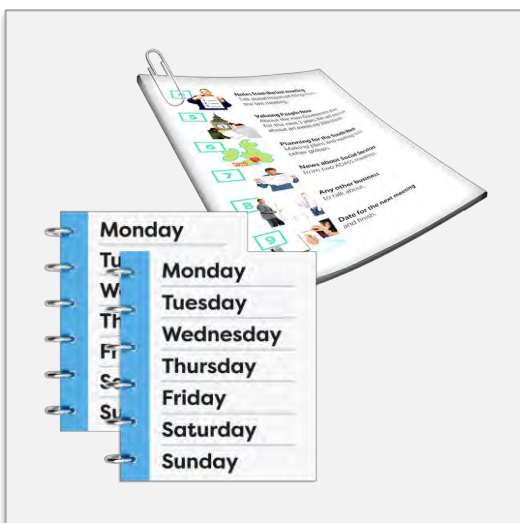
- Send taxi tickets to people who need them



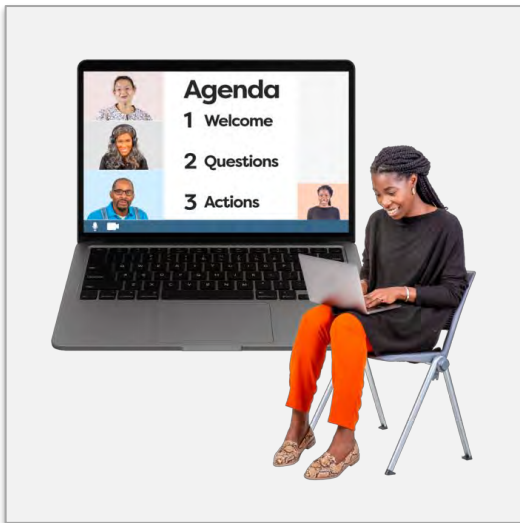
- Make sure the board member and anyone supporting them knows where and when the meeting is



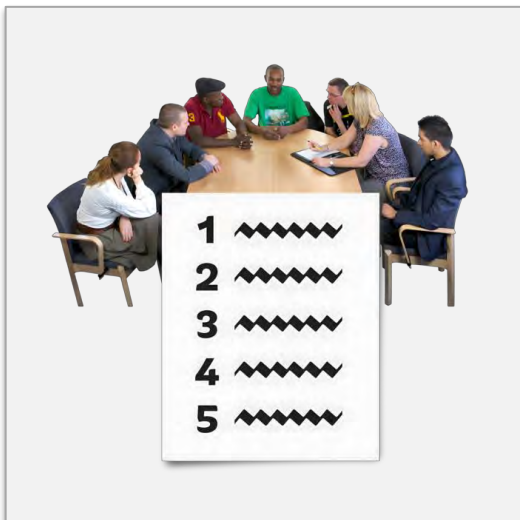
- Let people know if the meeting will have food and drinks
- Ask people if there are any foods they cannot eat



- Send any papers out 2 weeks before the meeting



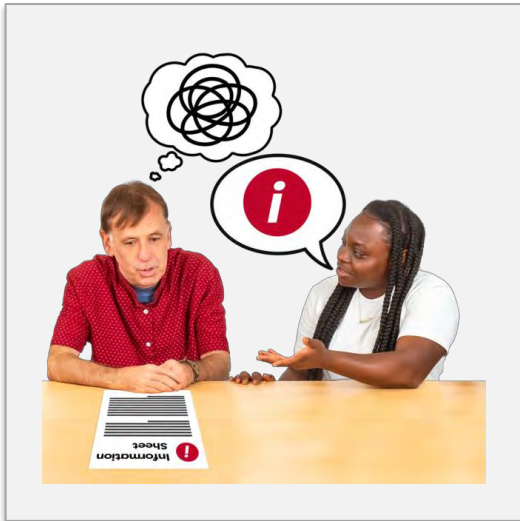
- Write who will lead each talk on the **agenda**.



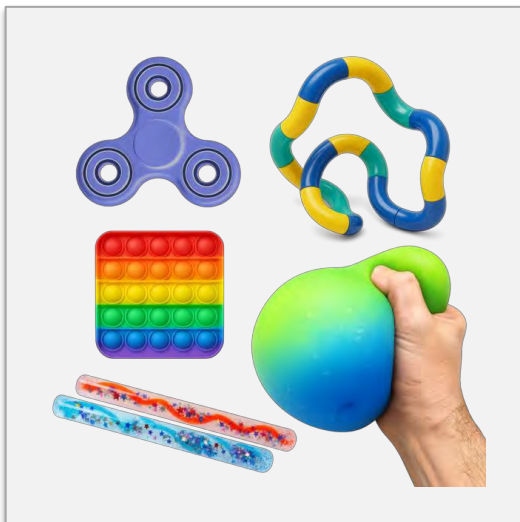
An **agenda** is a list of things to talk about or do at a meeting or event.



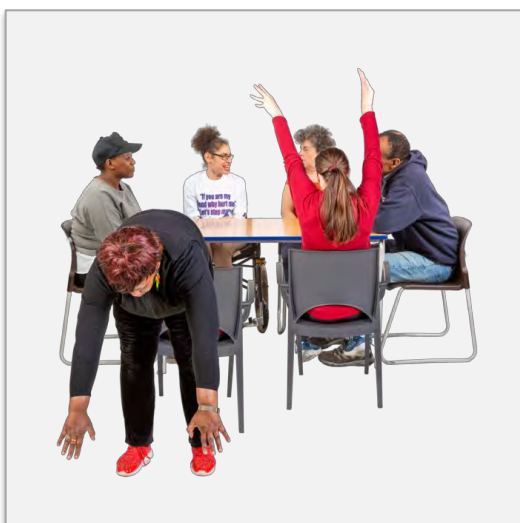
- Explain any changes to the agenda at the meeting



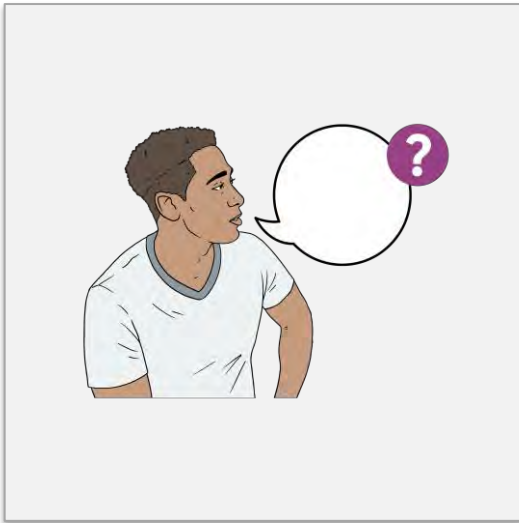
- Make sure people have information in a way that is right for them



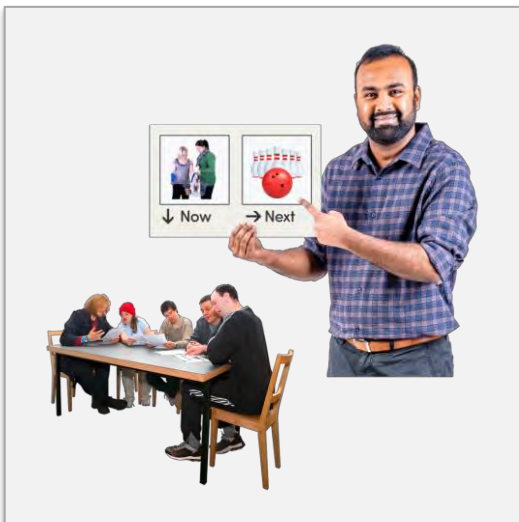
- Have some sensory things at the meeting



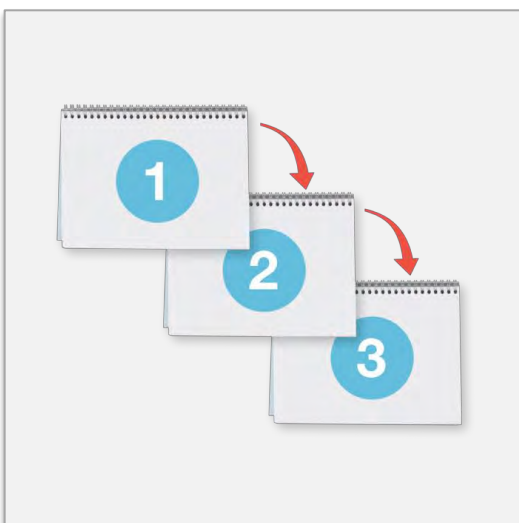
- Let people know they can move around



- Give people time to talk and ask questions



- Ask if everyone has had a turn to say what they need to say before moving to a new topic



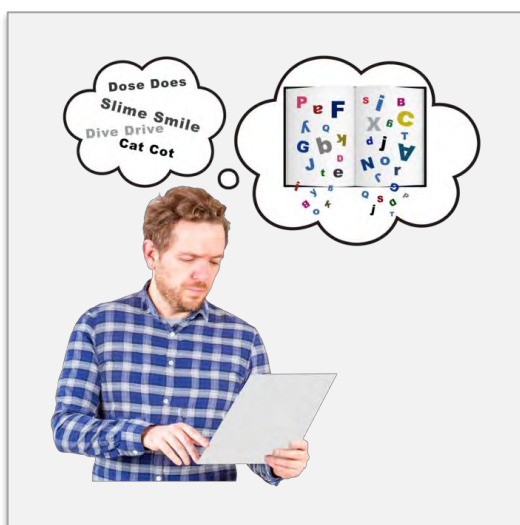
- If someone talks about something from before, explain how it links with the new topic



- Use plain language



- Make sure everyone knows what **abbreviations** mean



Abbreviations are a short way of writing a word or a few words. For example using the letters NZ to mean New Zealand.



- Explain who any guests are and why they are at the meeting

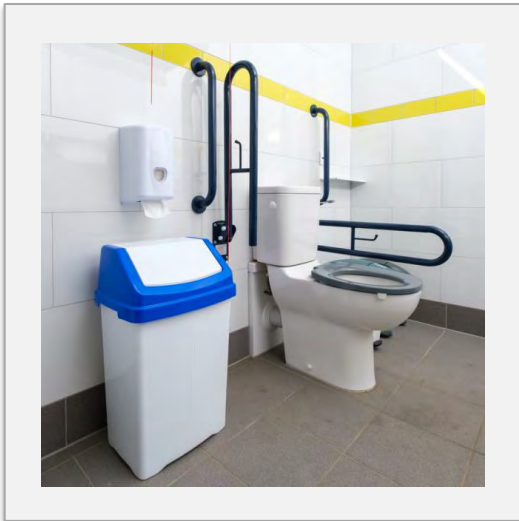


- A topic may take longer than planned. Tell everyone if this happens

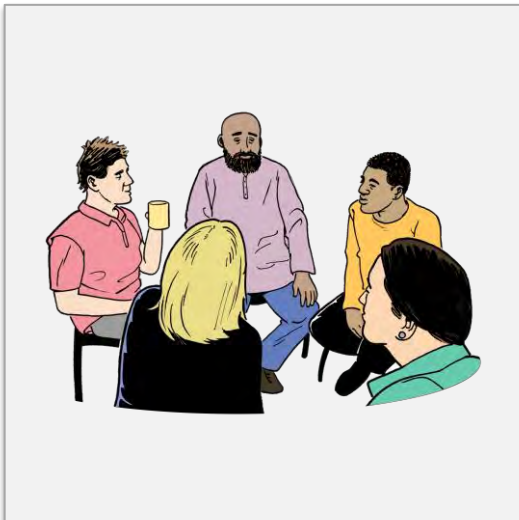
Some people like to keep to the time on the agenda.



- Take enough breaks
- Let people take short breaks when they need to



- If someone has an extra break, help them understand what they missed



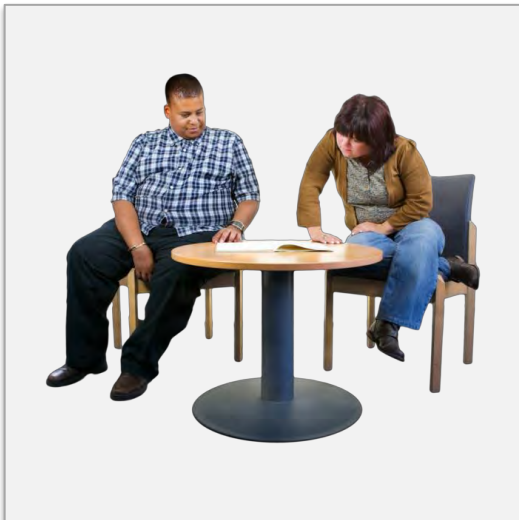
- This can be during the meeting, in a break, or after the meeting



- Tell people it is okay to be themselves and do what they need to do



- Most people with intellectual disability need a **meeting assistant**.



A **meeting assistant** is a person who can support you to do your board role.



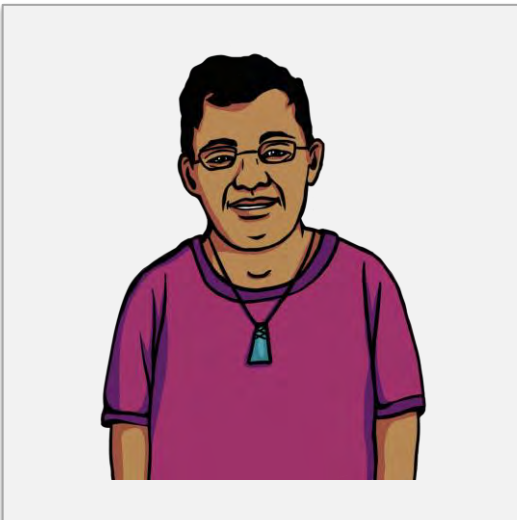
The next part of this document talks about meeting assistants.

Meeting assistants

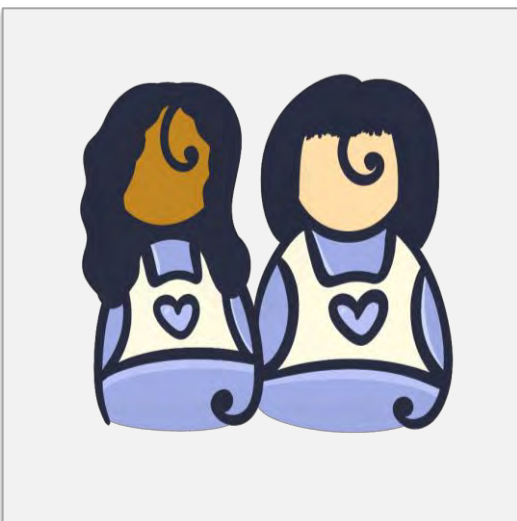


A meeting assistant can support you to do your board role.

But, they cannot do your board role for you.

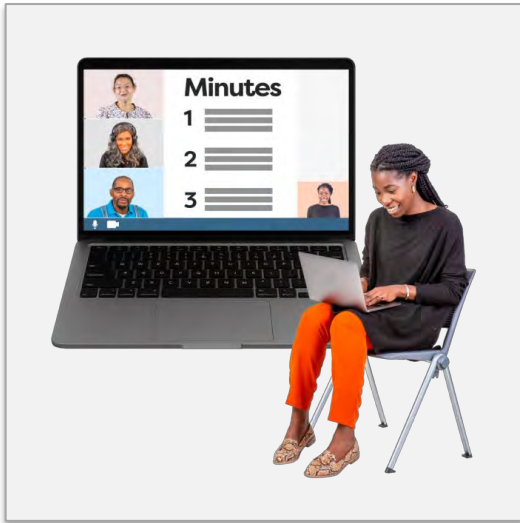


“If you're a director, you're a full director”*



A meeting assistant can support you:

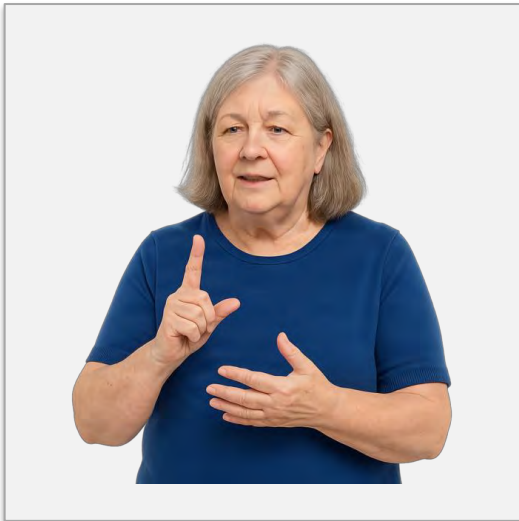
- To prepare for meetings
- During meetings
- Between meetings.



A meeting assistant can help you prepare for the meeting:

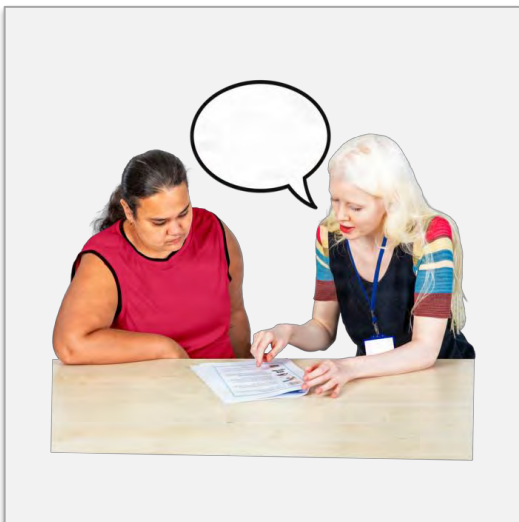
- Make sure you understand what the meeting is for
- Make sure you get the meeting papers in enough time to prepare
- Read through the meeting papers
- Write down questions and other things you want to say.





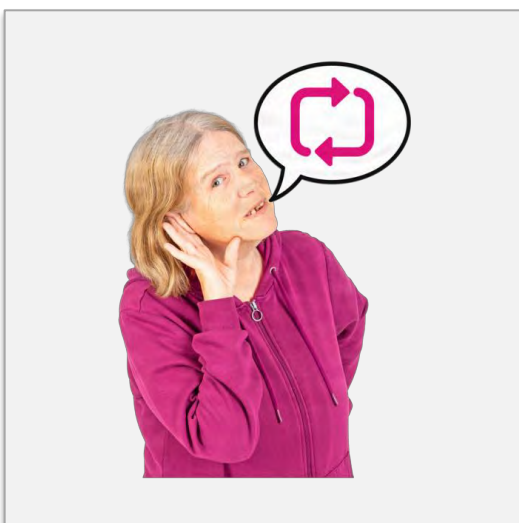
During the meeting:

- Help other board members use plain language
- Help other board members be inclusive
- Check you understand what is being said.



Between meetings:

- Check if you have everything you need
- Remind you about what you need to do
- Support with communicating with the organisation.





Meeting assistants should not get in the way.

David said, “they are there to help, not say their own ideas”.



Meeting assistants may see or hear confidential information.

They must keep confidential board information private.



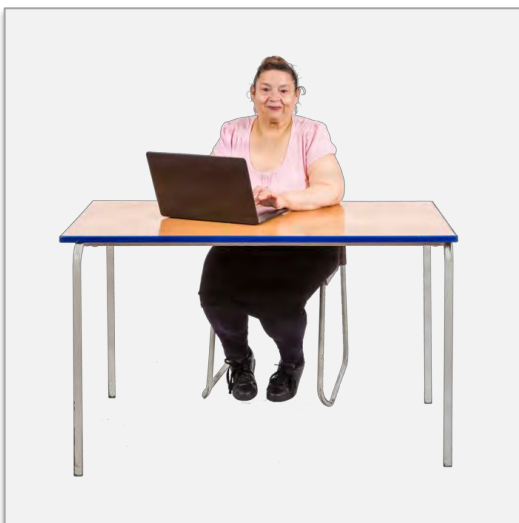
The organisation normally pays for your meeting assistant.



People First New Zealand introduced the role of meeting assistants to New Zealand.



People First New Zealand is a Disabled Persons Organisation (DPO) run by and for people with learning / intellectual disability.



People First New Zealand can provide trained meeting assistants.

Email ask@peoplefirst.org.nz to find out more.

Leadership in te ao Māori



Rāwā Karetai-Wood-Bodley
wrote about leadership in te ao
Māori.



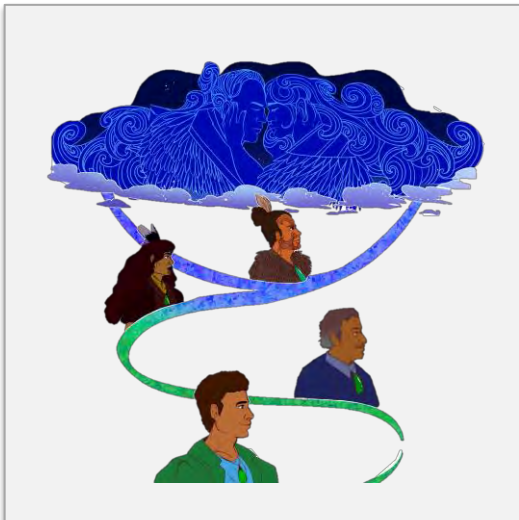
He said, leadership isn't about
standing out, it's about standing
in for others.



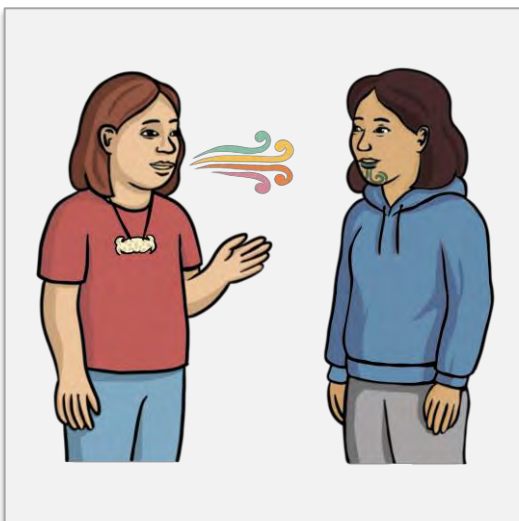
It's about showing up for the
many, not shining for the few.



Everything in te ao Māori starts with **whakapapa**.



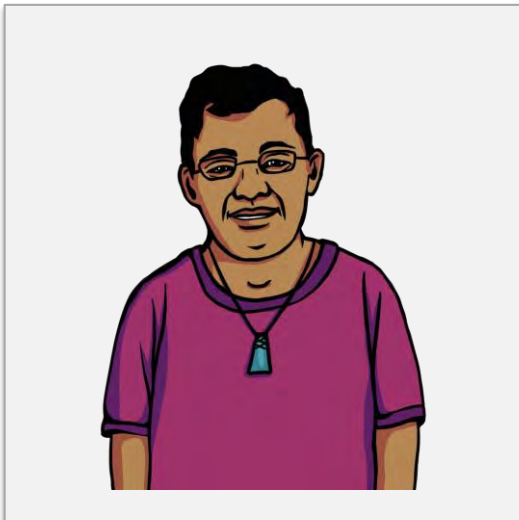
Whakapapa is your story of where you come from. It shows how you are connected to your family, ancestors, and land.



Whakapapa teaches us that we are never working alone.



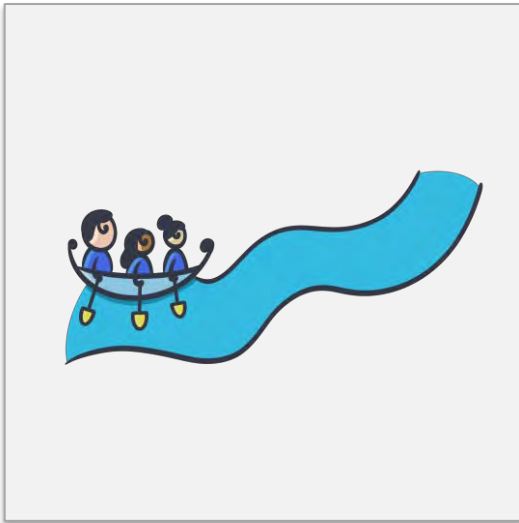
Our leadership is only as strong
as our relationships.



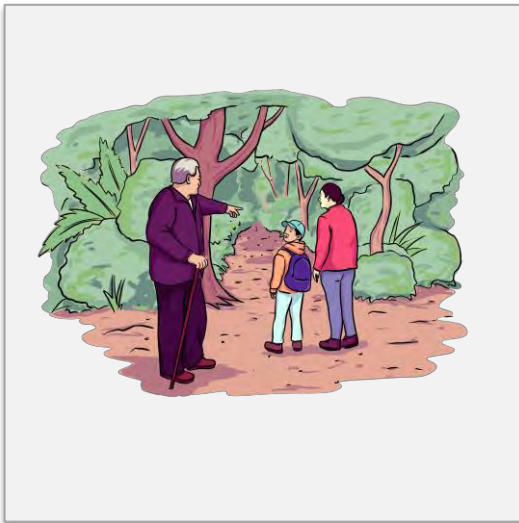
We are born with **mana**, and
mana rises when we uplift the
mana of others.



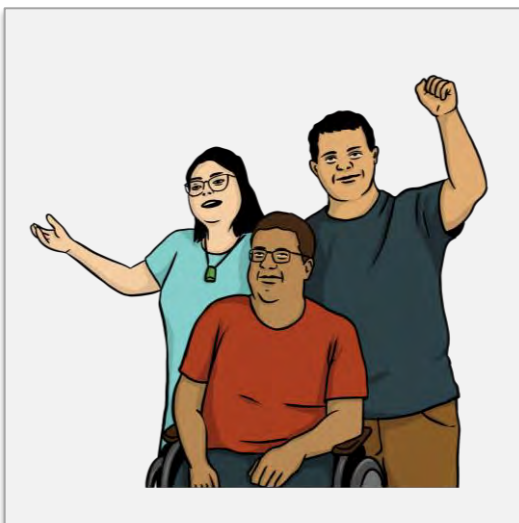
Mana is about who you are
and how you treat other
people.



Our decisions are part of a long journey over time.

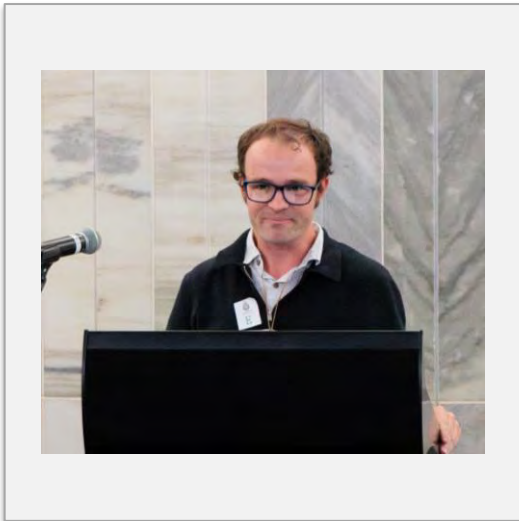


Leadership is not about being the hero of the story.



It is about helping your people do well long after you are gone.

Shane's board advice



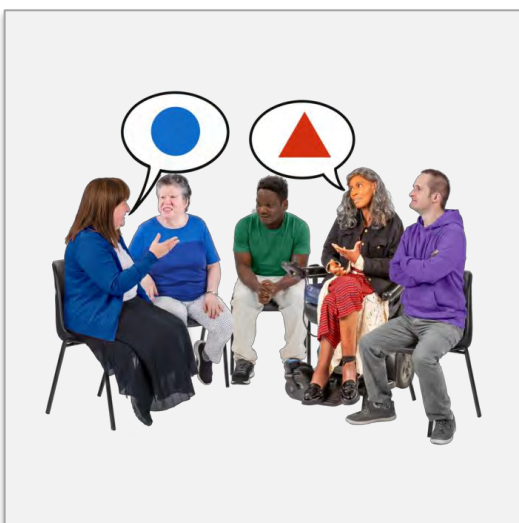
My name is Shane McInroe.

I am on the Standards and Monitoring Services board.

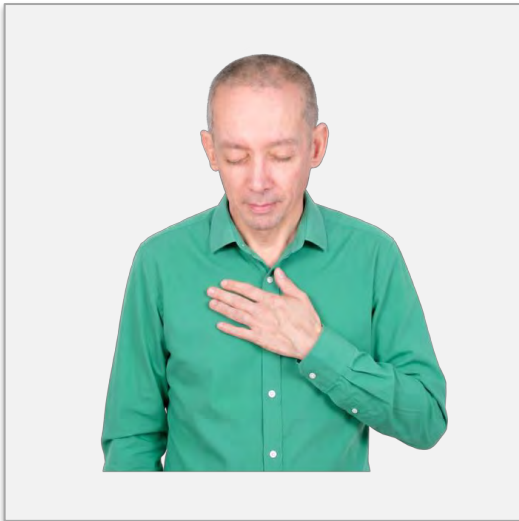
Here is what I have learned.



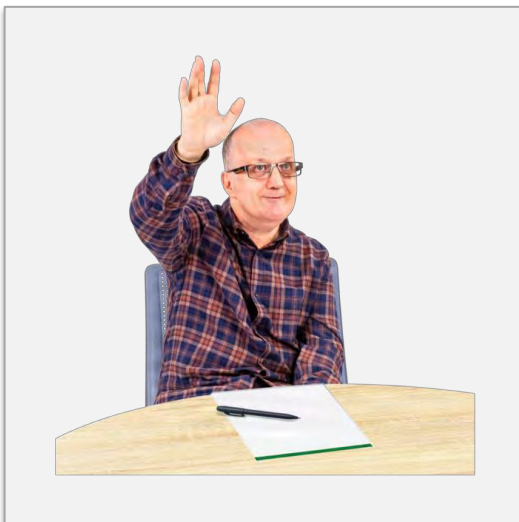
You can disagree with other board members.



It is okay to have different ideas.



Try to stay calm when you talk about issues.

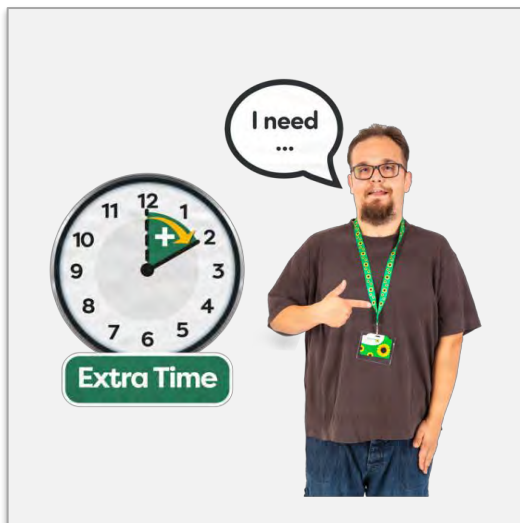


Ask questions if you do not understand something. You can ask for more information or more time to think.



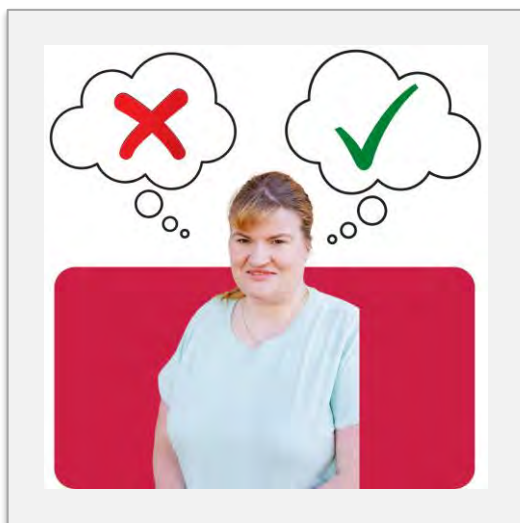
Sometimes you may still feel unable to make a decision. You might choose not to vote.

This is called abstaining.

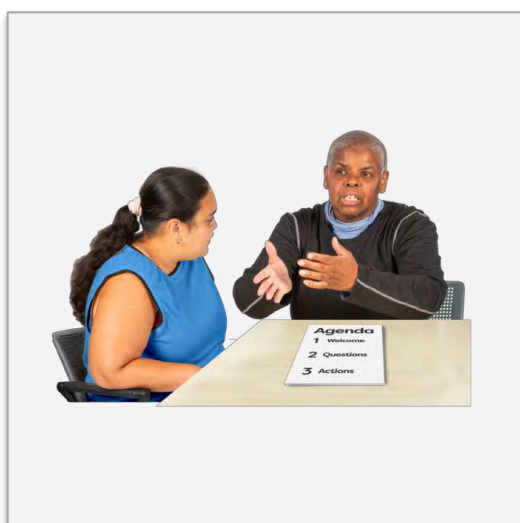


Ask questions or ask for more information before abstaining.

You can also ask the board to wait before making a decision.



If you still cannot make an informed decision, you may choose to abstain.



You can talk to the board chair.

The board chair is there to help members.

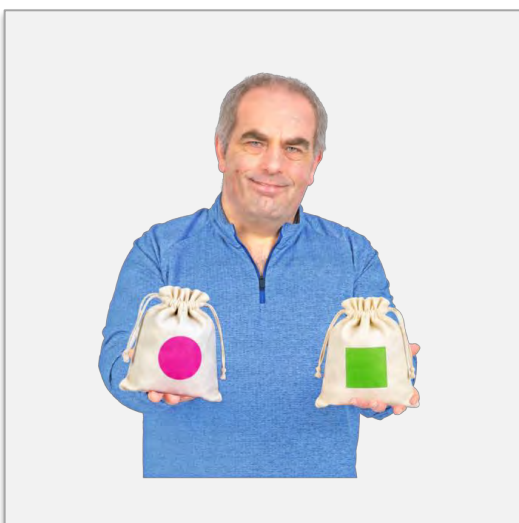


The board makes decisions together.

All members share responsibility for decisions.



You still need to ask questions and use your own **judgement**.



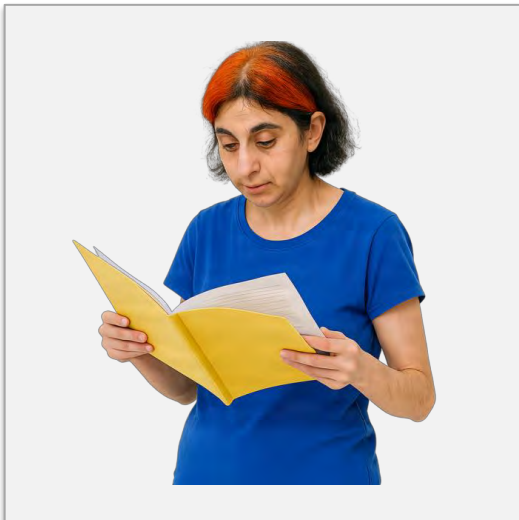
Judgement means using what you know to make a good decision.

The end of your term

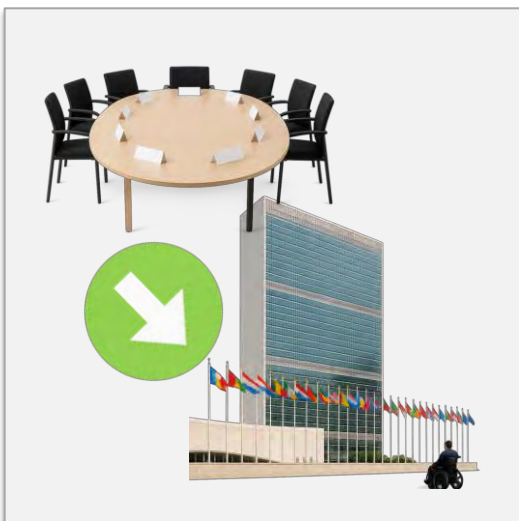


When your term on a board ends, you may or may not be able to stay on for another term.

This depends on the rules of the organisation.



You may also choose to leave the board before your term ends.



You have experience of being on a board now.

It is important to plan for what you are going to do next.



Here are some ideas that could help you get onto another board:

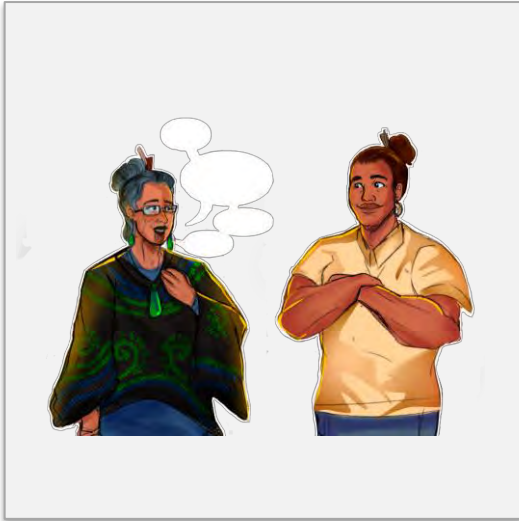
- Stay in contact with your networks



- Show other people what you have done and what you have learned on the board

Some examples are:

- Add it to your CV
- Write about it on LinkedIn
- Ask community groups if you can do a presentation.

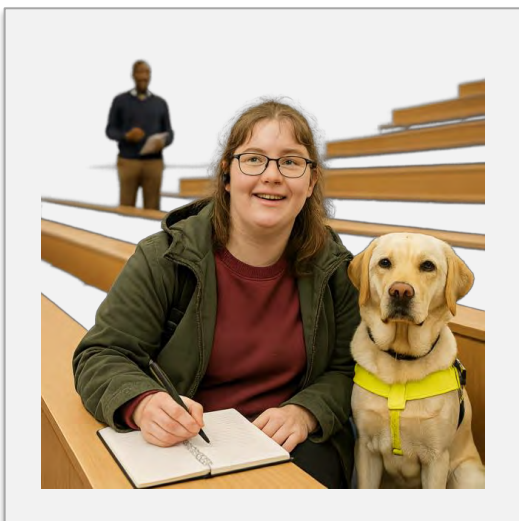


- Ask someone on the board to support and advocate for you to get a new role or opportunity

This is called sponsorship.



- Find a mentor



- Keep doing courses about leadership and governance



- Join a community of people involved in governance

Some examples are:

- Institute of Directors
- Chartered Governance Institute
- Women on Boards.



- Watch how other people govern and talk with them about governance.

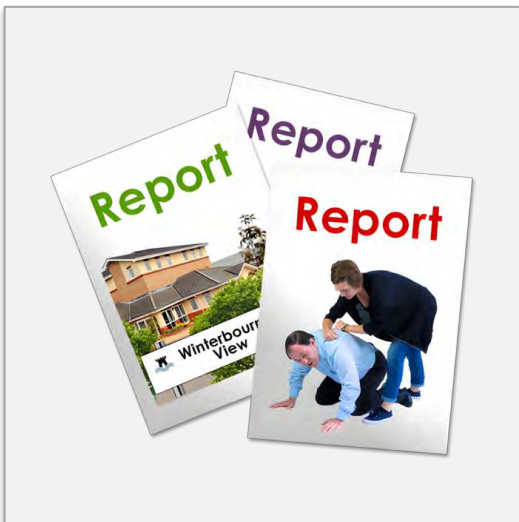
Board Templates

- Health and safety report
- Policy review
- Topics list

Health and safety report



A health and safety report tells us about things that have happened, or nearly happened, that could hurt people or make them unsafe.



The health and safety report helps us understand risks so we can make good decisions.



We check what was done to keep people safe and think about whether it was the right thing to do, or if more could be done.



We try to stop the same thing from happening again.



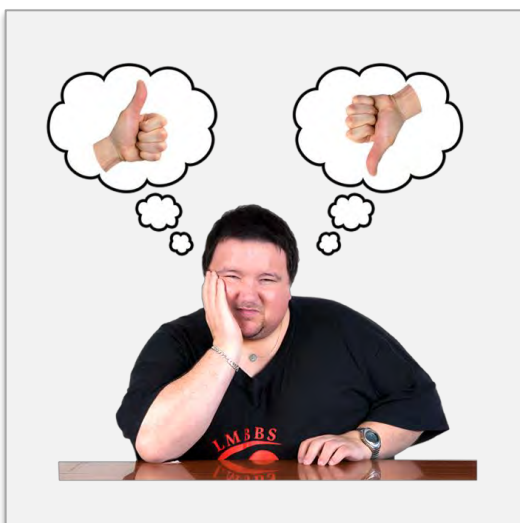
I want to talk about:



Name or number of item on the report:



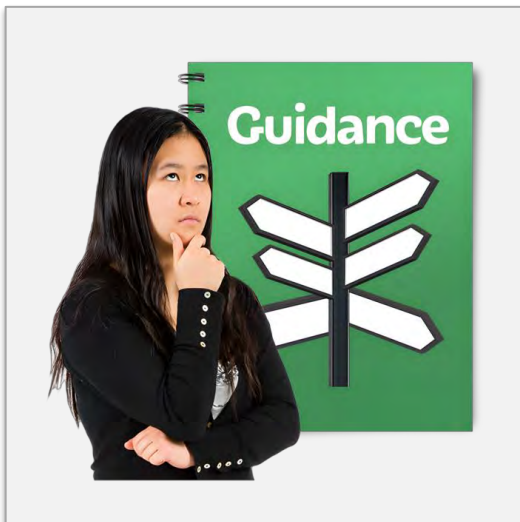
I think what was done to keep people safe was:



- ☐ The right thing to do
- ☐ The right thing to do and more could be done
- ☐ Not the right thing to do
- ☐ I need more information.



I think what was done to help stop the same thing from happening again was:

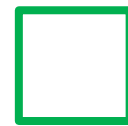


- ☐ The right thing to do
- ☐ The right thing to do and more could be done
- ☐ Not the right thing to do
- ☐ I need more information.

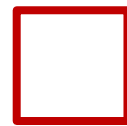


If this happened to someone I know, would I be happy with what the organisation did to:

- Keep them safe
- Help stop the same thing from happening again?



Yes



No

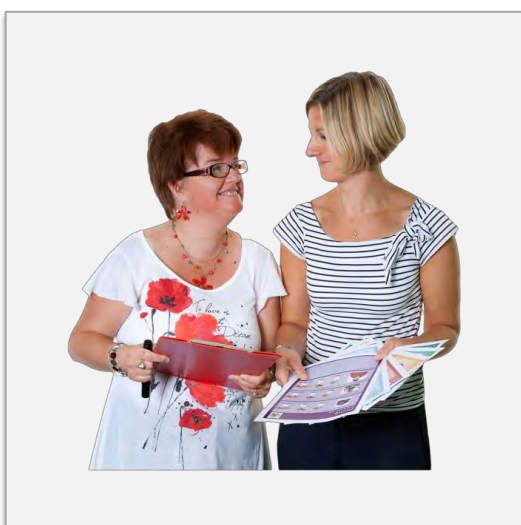
What can we learn?



Policy review



A **policy** is a rule or plan that tells people what to do and how to do it.

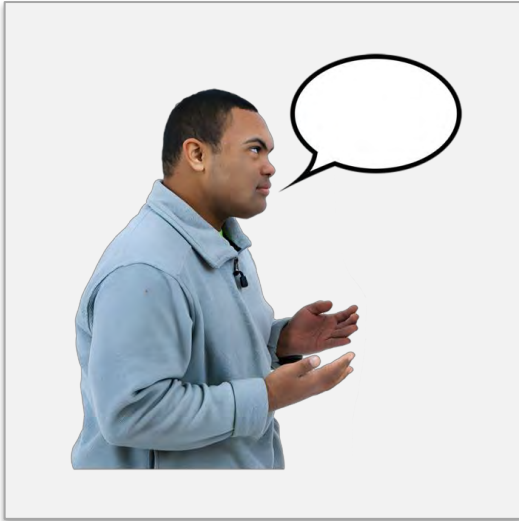


We check our policies to make sure they still:

- Work well
- Follow the law.



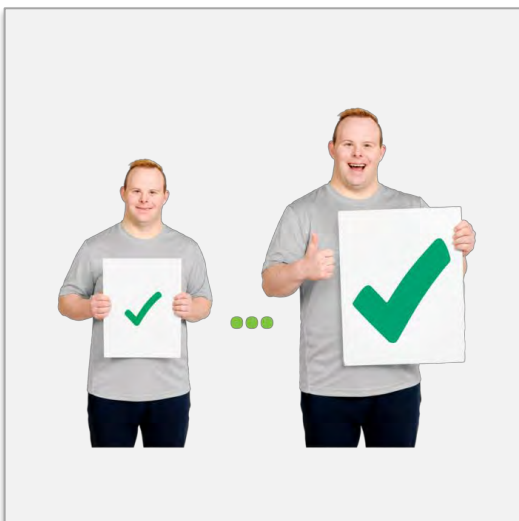
Today we are checking:



This policy is about:



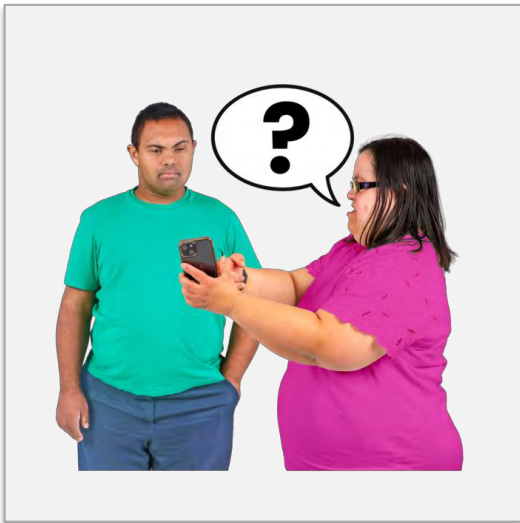
Here are some changes that
have been suggested:



Thinking about your experience:

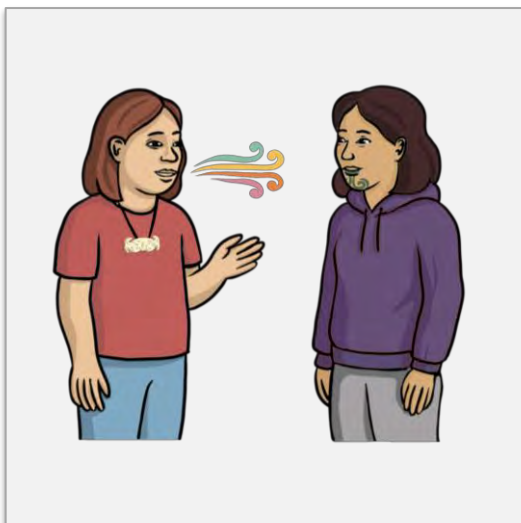


Is this policy fair?



Is this policy helpful?

Do you want to share your
experience with this policy?



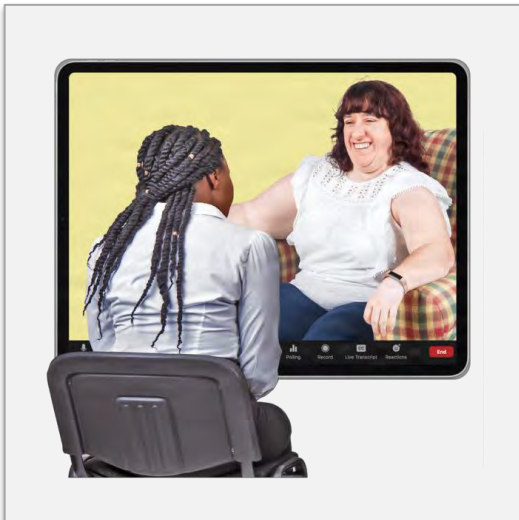
Do you want to change anything
about this policy?



Topics list



BoardS may talk about things that people have experienced or may find upsetting.

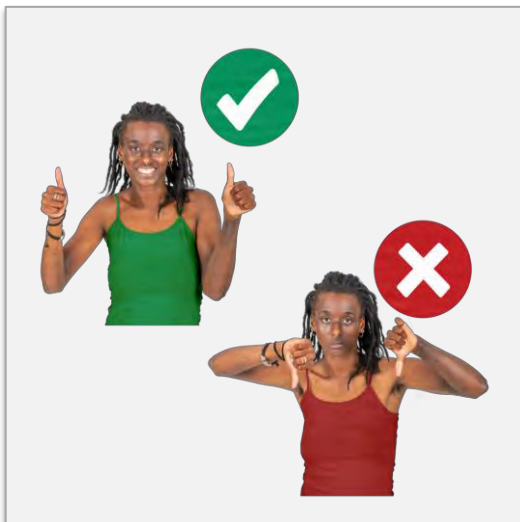
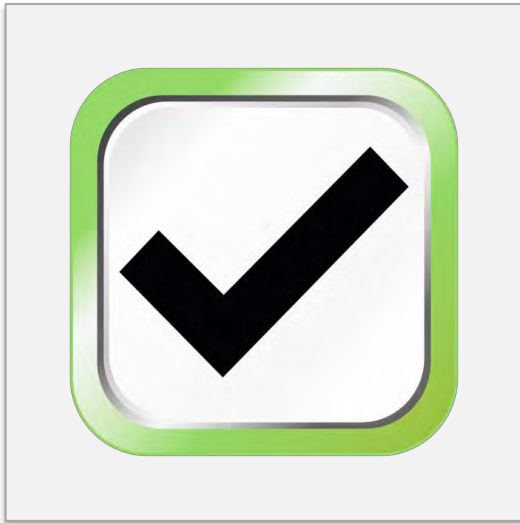


You can talk to the Chairperson or your meeting assistant about things you find upsetting before the meeting.



The Chairperson or your meeting assistant can work with you to find ways to help you take part in the meeting.

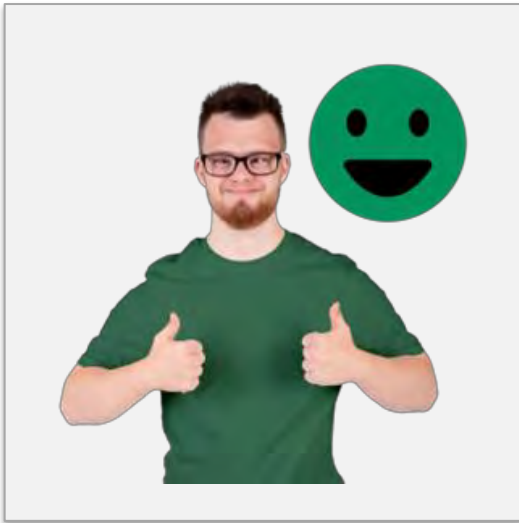
You do not have to explain why you find something upsetting.



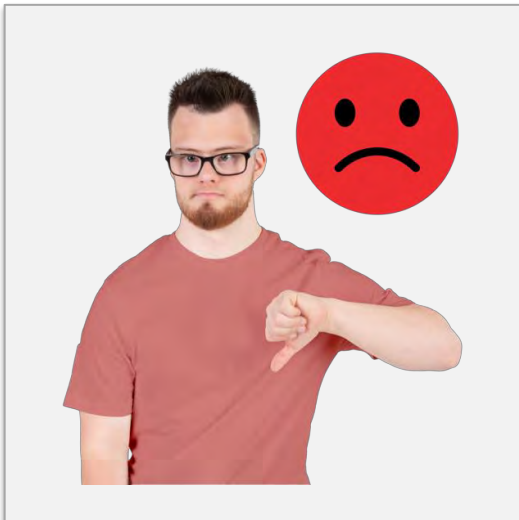
Another way is to tick the boxes on the next pages to say you are:

- Okay to talk about this
- Do not want to talk about this
- Do not want to be in the room when people talk about this.

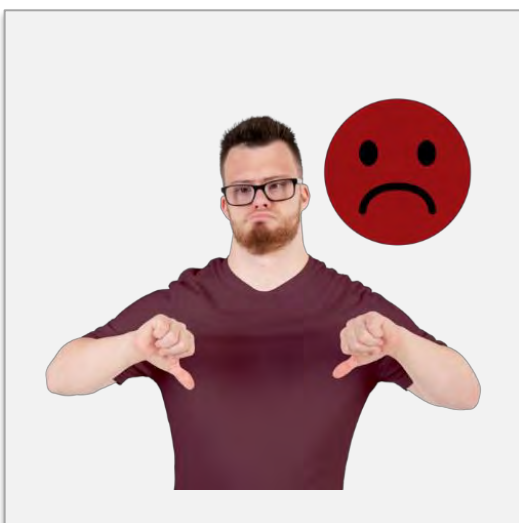
You can change your answers at any time.



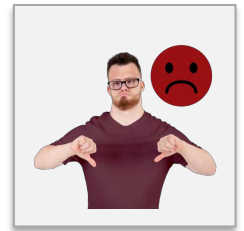
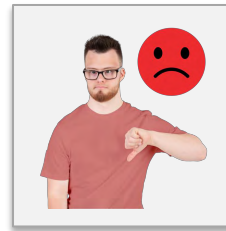
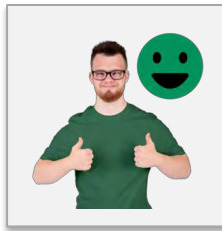
I am okay to talk about this.



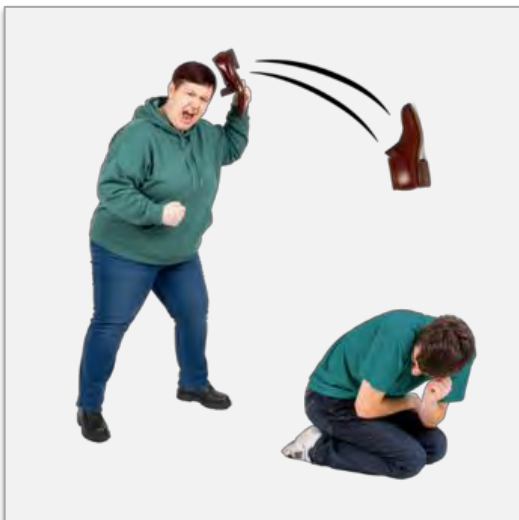
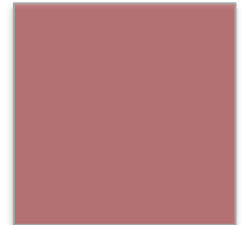
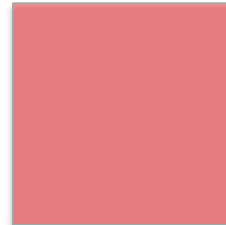
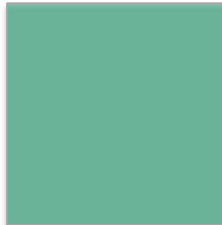
I do not want to talk about this



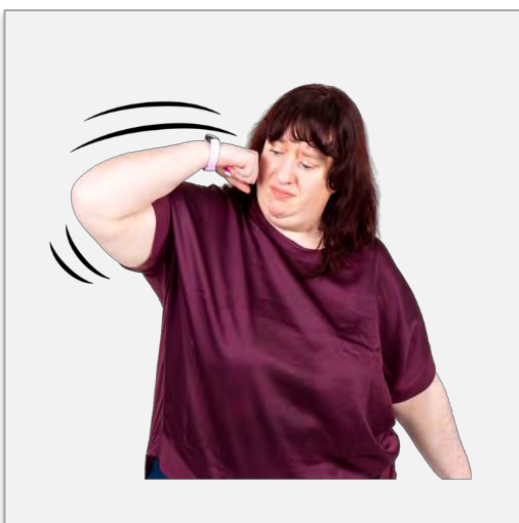
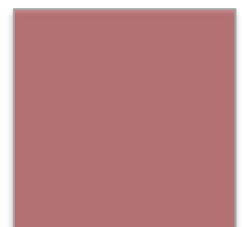
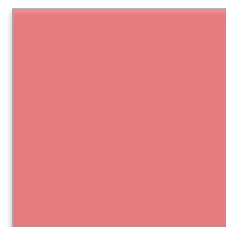
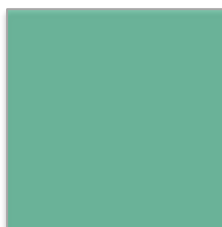
I do not want to be in the room
when people talk about this.



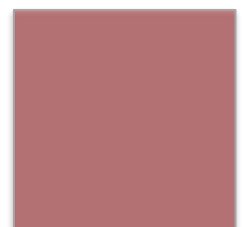
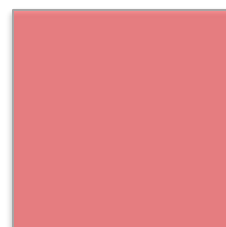
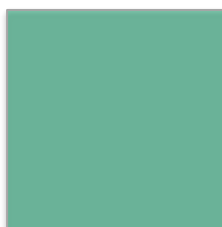
Someone getting hurt by accident

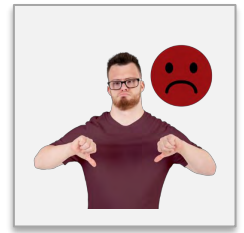
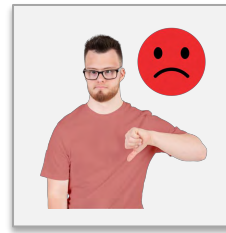
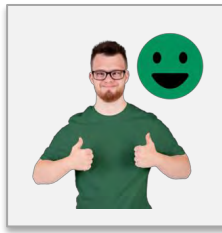


Someone hurting another person

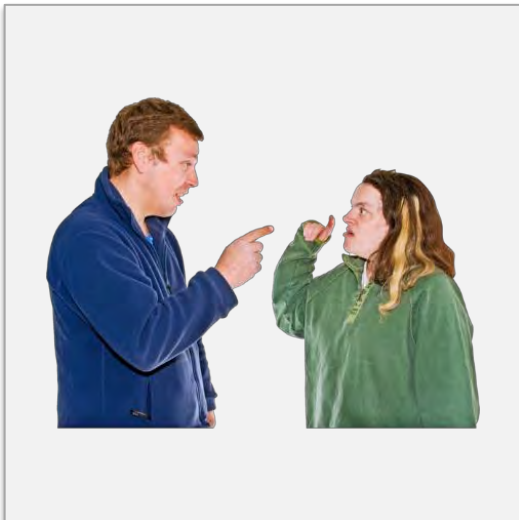
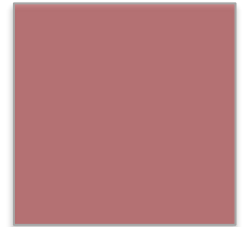
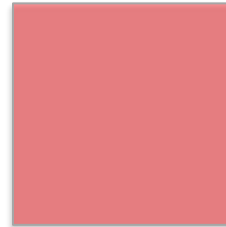
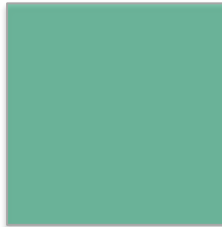


Someone hurting themselves

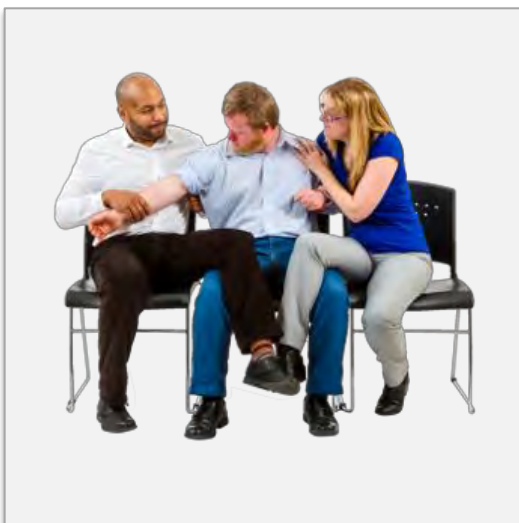
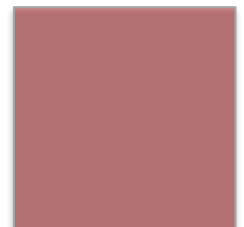
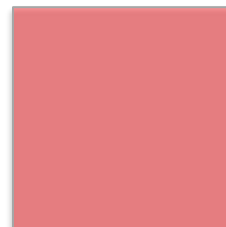
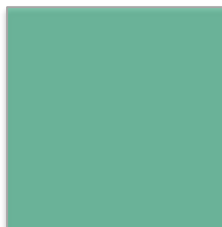




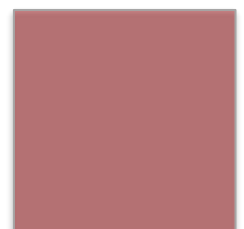
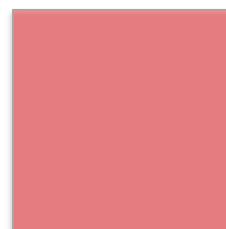
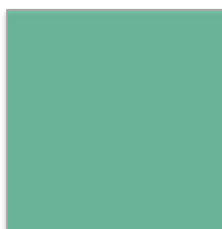
Assisted dying or suicide

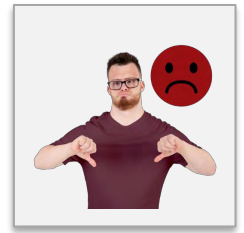
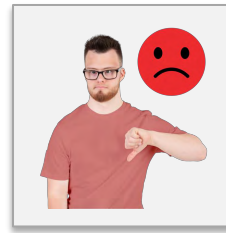
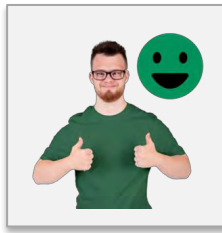


Big emotions or arguments

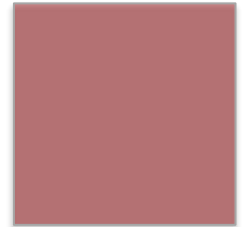
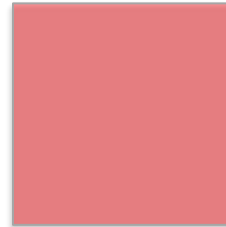
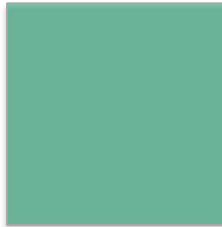


Restraint or exclusion

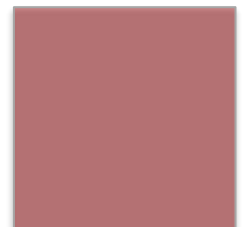
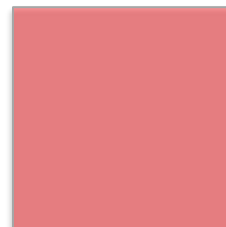
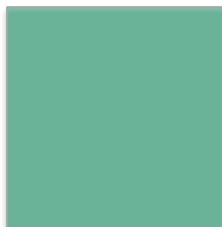




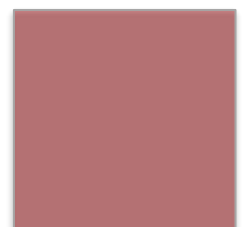
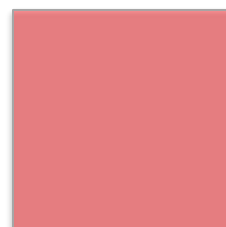
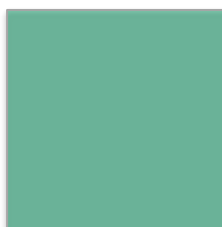
Rape or sexual abuse



Taking money or things



Cultural or spiritual abuse



About this Easy Read



Nicolina Newcombe wrote this Easy Read.



Shane McInroe was the advisor and helped with the writing.



Judene Edgar MNZM CMIInstD reviewed this information for the Institute of Directors and helped with the writing.



David Corner ONZM checked that this information is easy to read.



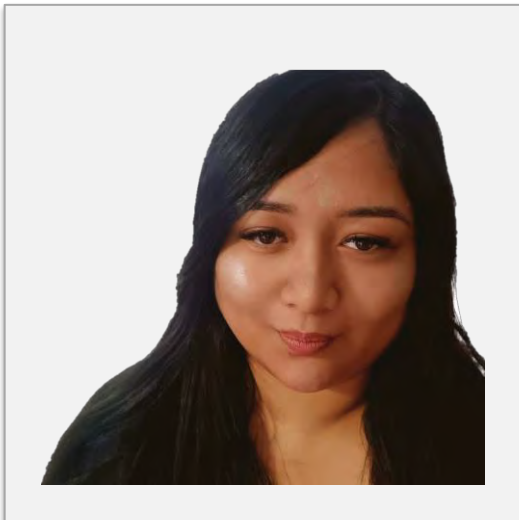
Alice Matthews checked that this information is easy to read.



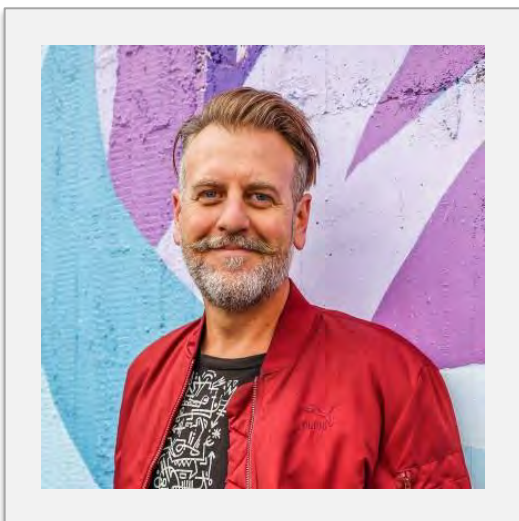
Matthew Sijbrant checked that this information is easy to read.



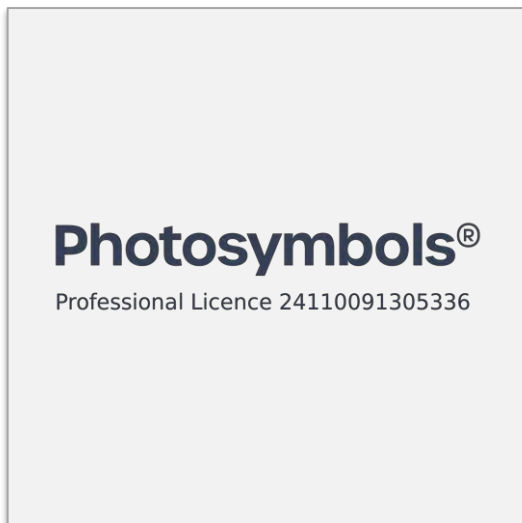
Deanna Morgan drew some images, including the cover image.
Her website is www.ponydognz.com



Maioha Tawa drew some images.
Her website is www.toimanako.co.nz



Paul Bradley drew some images.
His website is www.paulyb.co.nz



Some images in this Easy Read came from **Photosymbols**.

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- Appoint logo
- People First logo
- Community Governance Aotearoa logo
- Image of Police officer
- Ombudsman logo
- Whaikaha logo.

Jess Goodman helped us finish this project.

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Where to get more information

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