# Community consultation

### 10 February to 24 March 2025

**Information for presenters**

## Purpose

This pack contains materials needed for organisations or groups to run your own engagement session. You will need at least 3 people to contribute to the Disability Support Services (DSS) consultation.

This consultation is seeking feedback on options to stabilise the disability support system in by making changes to:

* the allocations process, and
* accessing and administering flexible funding.

This pack provides:

* everything you need to run a session
* background information on the consultation
* instructions on how to provide your feedback to DSS.

Your feedback will help us design a service that provides a better experience for our partners, employers, clients and their whānau.

## What is in this pack

### Background material

It will be important for attendees at your session to have access to the following material in advance to ensure they are prepared:

* [Discussion document and summary](https://www.disabilitysupport.govt.nz/consultation/discussion-document-to-support-consultation)
* PowerPoint presentation, including video introduction from Chris Bunny, head of DSS
* Fact sheets on:
* [consistent and transparent assessment and allocation tools](https://www.disabilitysupport.govt.nz/consultation/fact-sheet-assessments-and-allocation)
* [fairer, more consistent flexible funding](https://www.disabilitysupport.govt.nz/consultation/fact-sheet-accessing-and-using-flexible-funding).

### Information for presenter

The following information is available on the DSS website:

* PowerPoint presentation - we have provided a link so you can run the presentation.
* Run sheet – outlines timings for the session and what should be covered.
* Invitation for participants – this is a template you can use to invite people to your workshop.
* Feedback sheets – these are the sheets for attendees to complete during the engagement session.

### What you will need

* A room big enough for your group
* chairs and tables
* pens and paper
* Laptop or computer.

Depending on the number of participants, you will need to allocate approximately 8 people per table.

If your room does not have tables, seat groups together in a circle facing inward.

Hard copies of the discussion document, summary and fact sheet should be available.

Feedback sheets – printed on A3 (at least 1 set per table).

### How the activity will work

The workshop should take approximately 2.5 hours. You can spread this over 2 separate sessions, if needed.

### Create groups

Separate participants into groups of between 3 and 8 people.

### Run through the presentation

The runsheet will take you through what needs to be covered in each section of the presentation.

There is a lot of material to cover and this is why the runsheets suggest timings for each section.

### Hand out a feedback sheets to each group once you have read the question

Ensure you hand out 1 set of feedback sheets for each table, when you have read the question to participants.

Each table will then discuss the question and write their responses on the sheets of paper.

When they are finished, collect the sheets for that question and then move to the next question.

Repeat the process above for each question.

### Submitting your feedback

All feedback will need to be transcribed from the handwritten feedback sheets into the Group Submission forms (see Group Submission form document).

The Group Submission forms should be emailed to   
[DSS\_submissions@msd.govt.nz](mailto:DSS_submissions@msd.govt.nz).

### More information

If you have any questions or would like more information, please email  
[DSS\_submissions@msd.govt.nz](mailto:DSS_submissions@msd.govt.nz).