

## Terms of Reference

# Regional Accessibility Forum

### Regional Accessibility Forum (RAF)

RAF's role is one of advocating for accessibility and inclusion within local government and the wider community, at an operational, project and planning level.

#### Objectives of RAF:

- Provide lived experience and inclusive advice, working to achieve equity and access for all people.
- To look at the whole accessible journey.
- To provide relevant input into council policies from people living with disabilities.
- To ensure public facilities and activities are inclusive for all members of the community.
- Promote the benefits and advocate for needs of accessibility at private facilities and activities.
- Look at highlighting accessible routes through signage and maps developing links and removing barriers.
- Be community led but Council resourced and managed.
- Planners will be invited to consult with RAF at the planning stage.
- Aim to develop practical solutions to accessibility barriers.
- Information will be disseminated through appropriate channels to council departments and the public.
- Will make submissions on public plans at a local government level.

#### Chair:

- Chair will be elected by a majority vote, reviewed each new triennium.
- The Chair may be an elected council member or a member of the public.
- The Chair will liaise with the administrator (Tasman District Council) to consider and set agendas.
- The Chair will ensure the meeting runs to time and keeps to the agenda.
- The Chair will report back any updates as per previous meeting minutes.

#### Administrator (Tasman District Council):

- Provide an accessible location and resources to enable wider meeting participation.
- Liaise with the chairperson as required.
- Takes the minutes at meetings.
- Sends out invitations, agendas and circulates minutes.
- Collates attendance and apology lists.

- Updates the database as required.
- Undertakes other administrative duties as required.

**Elected members (Nelson City Council and Tasman District Council)**

- Listen, learn, and liaise to widen understanding within council operations and work towards implementation of accessibility and inclusion in projects and planning.
- Report back relevant information to Mayor and Councillors as needed.
- Promote the views of the forum at a higher strategic level where possible e.g. submissions to central government.
- Encourage and enable council staff in communicating and consulting with the disability community.
- Assist in the functioning of the forum as needed e.g. standing in as temporary chair.

**Meeting frequency and protocol:**

- To meet four times per year or as required for a maximum of two hours.
- Membership is not exclusive and is open to others as the need arises.
- RAF represents the accessibility interests of the entire region so representation from a wide range of groups and geographical interests is encouraged.
- Agendas will be prepared and circulated at least one working week prior to the meeting.
- Meetings will be minuted.
- Terms of reference will be reviewed as necessary.