

Terms of Reference

A4A Forum

A4A = Accessibility 4 All

A4A's role is one of an advocate at a strategic level NOT project or operational level i.e. day to day operational issues that can be reported by other means.

Objectives of A4A:

- To look at the whole accessible journey.
- 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, maps etc. Linkages need to be developed and barriers removed.
- Be community led but Council resourced and managed.
- Planners will be invited to consult with A4A 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 central and local government levels.

Chairperson:

- Chairperson will be elected by a majority vote and will serve a term of one year.
- The chairperson will liaise with the coordinators/administrators (Tasman District Council) to consider and set agendas.
- The chairperson will ensure the meeting runs to time and keeps to the agenda.

Coordination and Administration (Tasman District Council):

- Send out invitations and agendas
- Collate attendance and apology lists
- Provide Minute Secretary
- Update the database as required
- Undertake other administrative duties as required.
- Liaise with the Chairperson as required.

Meeting frequency and protocol:

- To meet quarterly or as required for a maximum of 2 hours.
- Membership is not exclusive and is open to others as the need arises. A4A represents the accessibility interests of the entire region so representation from a wide range of groups and geographical interests is encouraged.
- Terms of reference will be reviewed as necessary.
- Agendas will be prepared and circulated at least one working week prior to the meeting.
- Meetings will be minuted.