

**TRANSPORT ACCESSIBILITY ADVISORY GROUP**  
**TERMS OF REFERENCE**  
**Adopted 28 April 2011**

## **1.0 PURPOSE STATEMENT**

In line with the New Zealand Disability Strategy, the New Zealand Transport Strategy, the United Nations Convention on the Rights of Persons with Disabilities and Auckland Transport's objectives, the vision of this group is to see the provision of accessible, affordable, integrated, safe, responsive and sustainable public land transport services for people with impairment challenges in the Auckland Region. This includes the whole travel experience from when Aucklanders plan their journeys until they arrive at their destinations.

The purpose of the group is to provide guidance, advice and clear direction to Auckland Transport management and key stakeholders on the:

1. Availability, affordability, accessibility and acceptability of conveyances, service information, premises and infrastructure of public transport services (including taxis and other related subsidised public transport services) to people with impairments;
2. Oversight of the Total Mobility scheme;
3. Development of the Total Mobility scheme and other relevant public transport initiatives.

## **2.0 GROUP OBJECTIVES**

The objectives of the Group in meeting its purpose are:

1. A two way sharing of information to facilitate better understanding of access needs for Auckland Transport to consider as part of its business and for interest groups to, in turn, better understand the new transport entity and its considerations in endeavouring to meet the various groups' needs
2. Information transfer by representative groups to their members regarding service availability and sector specific initiatives.
3. The identification of any specific barriers to currently accessing transport either for consideration by Auckland Transport in its planning or for immediate redress where appropriate.
4. To provide a mechanism by which Auckland Transport's public transport operators can gain insight into how they can better provide for the access needs of people with impairment challenges.

### **3.0 STRUCTURE**

#### **3.1 Membership**

##### **3.1.1 Internal representatives**

- A manager from Public Transport Operations (alternate Chairperson)
- A manager from Infrastructure Design (alternate Chairperson)
- Co-ordinator (minute-taker)
- A manager from Road Corridor Operations
- A manager from Major Projects
- A manager from Community Transport
- An Auckland Council representative

##### **3.1.2 Interest group representatives**

- General or physical impairment
- Vision impairment
- Hearing impairment
- Cognitive impairment
- Senior Citizens

##### **3.1.3 Public Transport Operator representatives**

- Ferries
- Buses
- Trains
- Taxis and wheelchair hoist vehicles

Members of the above groups will be on a mailing list to receive agendas and minutes and to attend meetings when agenda dictates.

Membership can change as appropriate or as required with reference to the Chair.

Public Transport Operations Manager will oversee the co-ordination of the TAAG as they have an overview of the most public-facing areas of transport. They will appoint a group Coordinator and a manager from Public Transport Operations and liaise with the Chief Infrastructure Officer to appoint an appropriate manager from Infrastructure to chair alternate TAAG meetings. Other Auckland Transport staff will attend meetings as required to present and discuss relevant agenda items.

A Total Mobility sub-group will meet on an 'as needs' basis as per other sub-groups which are convened for a specific purpose with interested, relevant members of the broader TAAG mailing group attending and will, as appropriate, add items to the TAAG agenda.

The Chairs will liaise to ensure an appropriate Auckland Transport manager will act as the link between TAAG and the Auckland Council committee which prepares the Regional Land Transport Strategy (RLTS) and monitor its implementation. They will also consult with the group and determine an appropriate person from TAAG to liaise and link with the Accessible Transport Advisory Committee (ATAC), a national group reporting to the Minister of Transport.

### 3.2 Selection of Members

Representatives for the TAAG will be by voluntary membership as deemed necessary by Auckland Transport.

Sub-groups will be formed from time to time for fixed periods to consult on special projects, for example, train station design.

The structure of the group is represented in Figure 1 below:

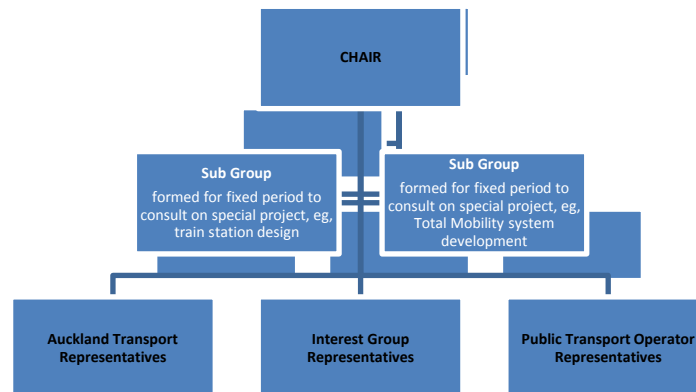


Figure 1 – Structure of the Transport Accessibility Advisory Group

### 3.3 Meeting Structure

Meetings will be held bi-monthly or as required and will cover a mix of topics based on topics put forward by the various areas of Auckland Transport or raised by members of the group. At each meeting there will be a brief overview from and discussion on a particular business department. Auckland Total Mobility Scheme issues will be covered on the agenda as required.

This group is an advisory group and must pass recommendations to Auckland Transport Executive or Board for final consideration. Members must also pass recommendations to the appropriate management level (or membership for consultation purposes) of the organisations they represent.

### 3.4 Representatives' Roles & Responsibilities

Auckland Transport will appoint representatives to fill the positions of Chairperson and Coordinator of the group.

#### 3.4.1 Duties of the Chairpersons

Duties of the Chairpersons shall be to:

1. Determine appropriate agenda and subsequent attendees
2. Preside at meetings
3. Keep members informed of pertinent matters.

### **3.4.2 Duties of the Coordinator**

The duties of the Coordinator shall be (via email and general correspondence) to:

1. Schedule meetings
2. Circulate agenda for meetings and confirm attendance, making arrangements to meet the specific needs of attendees, for example an interpreter for a deaf representative
3. Obtain and pre-circulate in fully accessible format copies of any presentations or discussion papers
4. Record and keep the minutes of all regular and special meetings, focusing these on actions and knowledge to be transferred
5. Maintain a membership list
6. Handle all correspondence with the general membership.

### **3.4.3 Duties of the Representatives**

The duties of the representatives of each of the interest group organisations shall be to:

1. Endeavour to attend every meeting and, if unable to attend, send a nominated alternative, or give the Coordinator adequate advice of their non-attendance to enable the necessary changes to be made to the agenda and associated attendance.
2. Prepare for meetings
3. Undertake tasks as assigned at meetings
4. Communicate to their membership in a timely manner any initiatives or items of relevance discussed at meetings or directed by Auckland Transport.

### **3.4.4 Duties of Auckland Transport Management Representatives**

The duties of the Auckland Transport management representatives shall be to:

1. Attend all meetings with relevance to their particular work area
2. If sharing information with the group or requesting written feedback, do so through the Coordinator and in a format accessible to all
3. Take back to their department the input/recommendations from the group, ensuring they are acted on as appropriate

### **3.5 Venue**

Meetings will be hosted by Auckland Transport at a venue accessible to all attendees.

### **3.6 Communication**

The predominant means of sharing information and recording processes will be through electronic mail in accessible format. It is a key responsibility of individual members to feed relevant information out to their wider stakeholders/membership groups.

#### **3.6.1 Submissions & Media Communications**

Any joint submissions undertaken by the group must be compiled in collaboration with Auckland Transport and other relevant members. No joint submissions or media communications are to be released without the approval of Auckland Transport's Chief Executive.

However, this does not prevent any individual members making independent submissions or media communications on behalf of their own organisations.

### **3.7 Conducting Fair Activities**

#### **3.7.1 Communication Principles**

The TAAG promotes fair, transparent, and free communication between members and ensures that its relationships and dealings with all stakeholders are of a normal and proper nature.

#### **3.7.2 Respect for Each Other**

The TAAG respects the customs and cultures of all regions, countries and communities and manages its activities in a way that respects these customs and cultures. The TAAG respects human rights in all its activities, never accepting any discriminatory practices. The TAAG respects each member's individuality and creates environments where all its members can fully demonstrate their abilities and participate with enthusiasm.

#### **3.7.3 Acting in Good Faith**

All members of the TAAG will act in good faith towards other individual and organisational members at all times.