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Accessibility Advisory Group

Terms of Reference

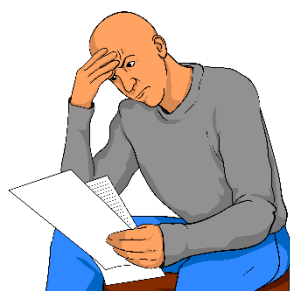


Published: October 2025

Before you start



This is a long document.



It can be hard for some people to read a document this long.



Some things you can do to make it easier are:

- read it a few pages at a time
- set aside some quiet time to look at it
- have someone read it with you to support you to understand it.



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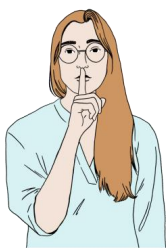
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About this Easy Read



This Easy Read is the **Terms of Reference** for the **Accessibility Advisory Group**.



Terms of Reference means information about:

- roles / jobs
- responsibilities / duties
- what the group will do.



The **Accessibility Advisory Group** is a group which will give advice to Whaikaha about making accessibility better in Aotearoa New Zealand.



In this document the **Accessibility Advisory Group** will be called the **rōpū / group**.



This Easy Read is from the **Ministry of Disabled People – Whaikaha**.



The **Ministry of Disabled People – Whaikaha** works to make things better for disabled people by working with:



- the Government
- the community which includes:
 - disabled people
 - tāngata whaikaha
Māori / Māori disabled people
- businesses.



In this Easy Read when we say
Whaikaha this means the Ministry
of Disabled People – Whaikaha.

Where it says **we / our** this means
Whaikaha.

Background



We are leading work to make **accessibility** better in Aotearoa New Zealand.



Accessibility means making sure disabled people can be part of something.

This work to make accessibility better fits in with:



- **Te Tiriti o Waitangi / The Treaty of Waitangi**

- **the United Nations Convention on the Rights of Persons with Disabilities**



- **The Human Rights Act 1993**
- **our Strategic Intentions.**



Te Tiriti o Waitangi / The Treaty of Waitangi is an important agreement between:

- Māori
- and
- the Crown.

The purpose of Te Tiriti is to:

- protect Māori:
 - **rights**
 - taonga / things that are very important to Māori
- keep **peace and order**
- set up government.



Rights are things that the law says every person should:

- have
- be able to do.



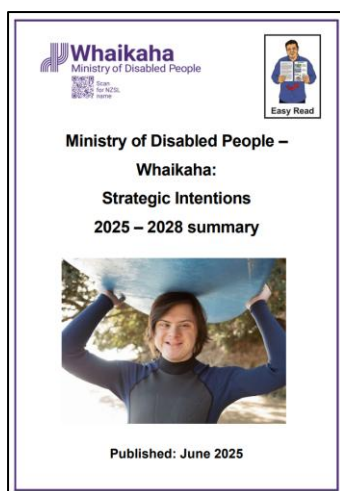
Peace and order means following laws / rules.



The **United Nations Convention on the Rights of Persons with Disabilities / UNCRPD** is a law lots of countries have agreed to.



It says what governments must do to make sure disabled people get the same rights as everybody else.



You can find the Easy Read version of our **Strategic Intentions** at this **website**:

<https://tinyurl.com/58eb9fzc>

The rōpū / group will give us advice on how to make accessibility better by telling us:



- the most important things to do
- and
- how to do them.

We want to make sure the rōpū / group has members who are:



- tāngata whaikaha Māori / Māori disabled people
- Turi Māori / Māori deaf people.

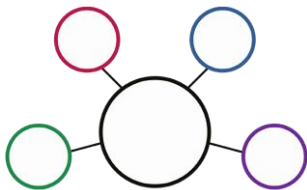


The rōpū / group will do their work
using the ideas in Te Tiriti o
Waitangi / The Treaty of Waitangi.

Work programme



The rōpū / group will give us advice on what are the most important things to be done in the **Accessibility Work Programme**.



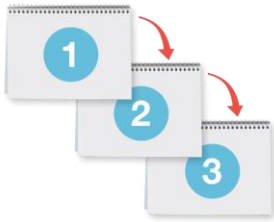
The **Accessibility Work Programme** is a list of the work that will be done to make accessibility in Aotearoa New Zealand better.



The rōpū / group will support us to:

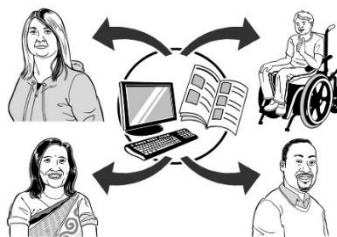
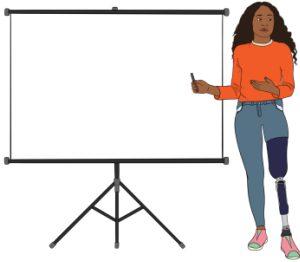
- come up with ideas
- decide what ideas are important to do
- make plans
- get ready to do the work.





The advice from the rōpū / group will support us to:

- work on a good number of plans
- be open about the work we are doing
- be **accountable** to the disability community.



Accountable means doing things in a responsible way including:

- doing what was promised
- showing how decisions are made
- making sure people know what is going on.

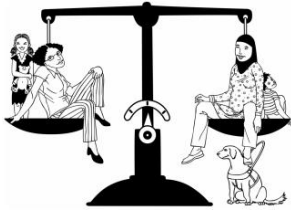
Role of the rōpū / group



The rōpū / group will work together:

- to give us advice that:
 - comes from lived experience
 - comes from community connections
 - uses ideas from Te Tiriti o Waitangi / The Treaty of Waitangi
- on **equity** for disabled people especially:
 - tāngata whaikaha
Māori / Māori disabled people
 - Turi Māori / Māori deaf people.





Equity means everyone gets what they need to live a good life.



The rōpū /group will also work together:

- using **values** like:
 - mana taurite – equity drives us
 - mana kaha – we strengthen and support
 - mana tūhura – we explore and learn
- by sharing:
 - skills
 - leadership.





Values are beliefs that people use to decide how to:

- live
- behave
- work.



The rōpū / group:

- only gives us advice
- does not make decisions for us.

All final decisions will be made by Whaikaha.

Scope / what the rōpū / group will do

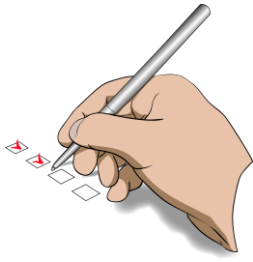


The rōpū / group will:

- work together on **priorities**
- support important projects
- share what they know to support important decisions
- connect / talk to people who know things about accessibility
- look at plans
- give advice about plans
- think about how accessibility **outcomes** can be made better using:



- **kaupapa Māori**
- **mātauranga Māori**



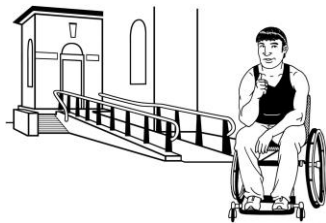
Priorities are very important things to do.



Outcomes means how things end up for people.

For example better accessibility means disabled people will have better lives because they can:

- go to more places
- do more things.



Kaupapa Māori means using all the parts of Māori:

- knowledge
- skills
- attitudes
- values.





Mātauranga is:

- Māori ways of knowing things
- information Māori have known for a very long time.

Membership



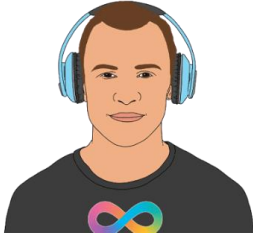
The rōpū / group will have 10 people from the disability community in it.



The rōpū / group will be made up of people who are:

- disabled
- tāngata whaikaha Māori / Māori disabled people
- Turi Māori / Māori deaf people
- from the Deaf community
- Pacific disabled peoples
- **neurodivergent**
- whānau / families of disabled people.





Neurodivergent people have brains that are different to:

- how most brains work
- what some people think our brains should be like.



Rōpū / group members must understand:

- Te Tiriti o Waitangi / The Treaty of Waitangi
- how the Crown / Government and Māori get along
- the United Nations Convention on the Rights of Persons with Disabilities / UNCRPD.



How members will be chosen



People can apply to join the rōpū / group through an **Expression of Interest / Eoi**.



An **Expression of Interest** means officially saying that you are interested in taking part in something.



A panel of people from the disability community will consider / think about all the people who apply to join the rōpū / group.

Whaikaha will lead the panel.



The panel will choose people who:

- come from diverse / different backgrounds
- know a lot about accessibility.

Job length and size



Most members will be part of the rōpū / group as an individual / 1 person.



Up to 2 places on the rōpū / group might be filled by people from organisations so there are members from many different backgrounds.



In the first year of the rōpū / group:

- 5 members will be chosen to serve for 1 year

and



- 5 members will be chosen to serve for 2 years.



5 new members will be chosen every year after that by Expression of Interest / Eol.

Member roles

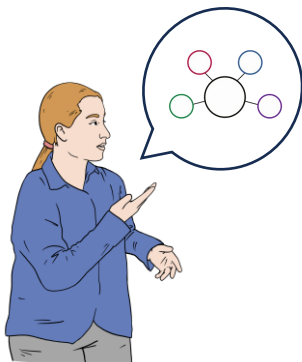


Rōpū / group members will choose a co-chair from their group who will work with the co-chair from Whaikaha.



Rōpū / group members will share their:

- skills
- lived experience.



Rōpū / group members will:

- talk about the Accessibility Work Programme
- give advice and ideas on decisions for the Accessibility Work Programme.





Rōpū /group members will:

- support everyone working together
- make sure what everyone says is thought about carefully.



Rōpū / group members will choose 2 members to take part in the Whaikaha **Steering Group** meetings for the Accessibility Work Programme.

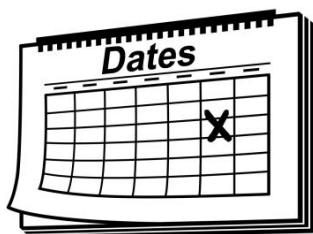


A **steering group** is a group of people who lead the work being done on something.

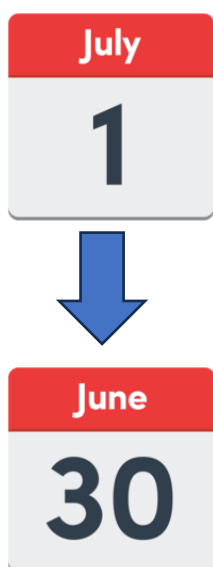


People from outside the rōpū / group who know important things might be asked to give information sometimes.

Meetings



The rōpū / group will meet 4 to 6 times each government financial year.



A government **financial year** goes from:

- 1 July
- to
- 30 June.



Most hui / meetings will be held online.



There might be 1 meeting a year that is:

- in person
- in Wellington.



Each hui / meeting will go for up to 4 hours.



Members will also be paid for up to 2 hours for the work they do to:

- get ready for the meeting
- follow up after a meeting.



The members will decide:

- meeting times
- breaks
- accessibility needs.





Hui / meetings will have
karakia / prayer at the:

- start
- and
- end.



The karakia is for building:

- relationships
- whakawhanaungatanga / Māori
ways of getting along with
people.



Remuneration / pay



General rōpū / group members will be paid 61 dollars an hour.



The co-chair will be paid 77 dollars an hour.



Whaikaha will cover reasonable costs for things like:

- New Zealand Sign Language / NZSL interpreters
- assistive technology like captioning
- meeting assistance
- travel.



Support given by Whaikaha



Whaikaha will support the rōpū / group to use tikanga / Māori ways of doing things like:

- karakia / prayer
- waiata / song
- whakawhanaungatanga / Māori ways of getting along with people.



Whaikaha will support the rōpū / group with:

- organising the hui / meetings
- taking notes during the hui / meetings
- technology like setting up the hui / meetings online.





Whaikaha will also support the
rōpū /group with:

- paying the members
- accessibility like:
 - interpreters
 - Captions
- meeting assistance.



Conduct / how people will behave



We will ask members to:

- treat other people well
- include everyone
- be **impartial**
- be people who can be trusted
- use the values:



- mana taurite – equity drives us
- mana kaha – we strengthen and support
- mana tūhura – we explore and learn.



Impartial means to do things:

- for the good of everyone
- and
- not just for yourself.

Members are expected to be part of the rōpū / group:



- because of their knowledge of accessibility

and



- not because they represent / speak for other organisations.

Confidentiality and conflict of interest

The rōpū / group members will be given:

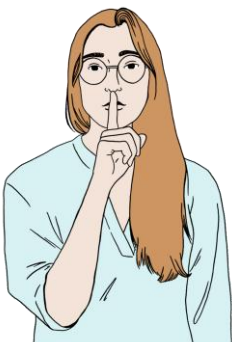


- an **appointment letter**
- a **confidentiality** document
- a **conflict of interest** document.



An **appointment letter** is an official letter that:

- says you have been given a job
- has information about the job.



Confidentiality means not talking about something with people who should not know.



A **conflict of interest** is when someone has different things they need to do like:

- their job
- supporting a family member.



Doing different things at the same time can make it hard to make a fair decision.



It is important to tell people about a conflict of interest so things can be kept honest.

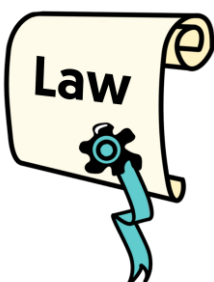


Rōpū / group members must behave by the rules in the:

- Privacy Act 2020

and

- Official Information Act 1982.



Closing down the Accessibility Advisory Group



Whaikaha may close down the Accessibility Advisory Group if things change in the Government.

Review of the terms of reference



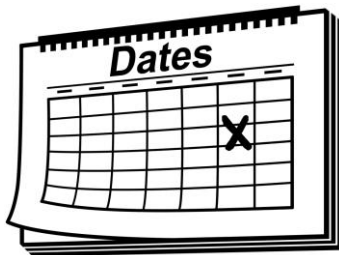
These terms of reference will be reviewed / checked:

- every year

or

- earlier if agreed to by:

- Whaikaha
- the rōpū / group.



The reviews will check if the rōpū / group is doing what it is supposed to.



This information has been written by the Ministry of Disabled People – Whaikaha.



It has been translated into Easy Read by the Make it Easy Kia Māmā Mai service of People First New Zealand Ngā Tāngata Tuatahi.



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