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**Example policy:**

**NZ Chorus: Accessibility Policy**

1 May 2016

**Purpose**

For more than 50 years, **NZ Chorus** has served the greater Wellington region, enriching the cultural life of the city and surrounding areas through its choral performances – in the concert hall, in the streets and in classrooms.

NZ Chorus’s stated goal is to be the most accessible choral society in the country, with the most diverse audience; welcoming people of all backgrounds and walks of life to discover or re-discover the thrill of live choral music. This Accessibility Policy is created to address significant barriers to attendance and put steps in place to ensure that NZ Chorus performances are accessible to and inclusive of people from diverse communities, particularly those with a physical disability.

**Responsibilities**

The General Manager is responsible for overseeing the Accessibility Policy, with the support of colleagues. This is a KPI for the General Manager and will be reviewed by the board. The person responsible for each action is indicated next to the action steps below. Their action step(s) will be included as annual KPI.

**Implementation**

NZ Chorus will follow the action plan as outlined below to ensure the successful implementation of this Accessibility Policy.

**Resources and costs**

There is no identified budget for the Accessibility Policy within the 2016 budget: where necessary, resources will be allocated from existing project-level budgets, staff training, corporate promotion etc.

**Review**

The policy will be reviewed annually by the Board.

**Action steps June 2016 – December 2016**

Meet with leaders and advisors from the disability sector, particularly people with physical disability and members of the blind community – *General Manager*

Invite members of the disability sector to attend NZ Chorus concerts as ‘mystery shoppers’, receiving free concert tickets in return for providing honest feedback about the experience afterwards – *Audience Engagement Co-ordinator*

Review the NZ Chorus website for accessibility and if needed recommend changes to be incorporated in the next development phase (launch of 2017 season) – *General Manager*

Obtain accessibility guidelines for printed and digital materials and incorporate best practice into NZ Chorus’s 2017 marketing materials. – *Marketing Coordinator*

On the 2017 subscription renewal form, incorporate a question about access requirements (e.g. wheelchair access / large-type concert programmes). Develop a robust process for responding to requests and managing different access needs. – *Audience Engagement Co-ordinator*

Progress discussions with Driving Miss Daisy about developing a partnership which would enable their limited mobility clients to access NZ Chorus performances – *General Manager*

**\*Contact information:**

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**\*This is a made-up name, organisation and contact details.**