

AGENDA: ACCESSIBILITY ADVISORY GROUP

Meeting of 30 August 2011, Committee Room 1, 101 Wakefield Street, 5.30 to 7.30 pm

1. **Present**
2. **Welcome from the Chair**
3. **Adoption of Minutes**
4. **Accessibility Action Plan – Jaime Dhyrberg** Principal Adviser, City Communities
5. **Older persons policy - Jaime Dhyrberg**
6. **Accessible communications - Trina Saffioti** Manager Communications and Marketing
7. **Report from the Chair**
8. **Officer's report**
9. **Questions to AAG follow-up actions (See Appendix 2)**
10. **AAG Sub-group updates**
11. **Other business**

RECORD OF MEETING: ACCESSIBILITY ADVISORY GROUP

Meeting of 30 August 2011, Committee Room 1, 101 Wakefield Street, 5.30 to 7.30 pm

1. Present

- Members: Thomas Bryan (Chair), Lisette Wesseling, Alan Royal, Linda Hobman, Rosemary Cole, Angela Vanderpoel, Jason Strawbridge, Lachlan MacKay
- Council Officers: Lisa Matthews, Jaime Dhyrberg, Trina Saffioti, Janette Wallace Gedge
- Councillors: Stephanie Cook
- Guests:
- Interpreters: None
- Minutes: Lorraine Guthrie

2. Welcome from the Chair (2 min)

- Apologies Kendall Akhurst, Iona Pannett

3. Adoption of Minutes (2 min)

- Minutes of the 26 July 2011 were adopted (Rosemary/Jason)

4. Accessibility Action Plan – Jaime Dhyrberg Principal Adviser Strategic Projects, City Communities

It is proposed that the consultation for the Action Plan be launched on December 3 instead of October as planned. This is because it has been identified that the Action Plan needs further work in regards to making it Plain English accessible. This will not alter the intent of the document. He is keen to make sure that the whole consultation is an exemplar of best practice accessible consultation and that includes the document. Jaime does not want to add to the workload of the AAG after all the work that has been done but need to make sure AAG is comfortable with the changes.

Discussion:

- Is it yet fully accessible? What does accessible mean (less policy 'speak').
- Look at language and presentation to ensure it is accessible.
- Adoption within Council around accessibility of consultation documents is a major concern - perhaps a KPI could be the Council's own actions in preparation of the documents for consultation?
- Perhaps Council could be the first to produce a style guide for accessible documents? Then promote to rest of Wellington city – as example of engaging with community.
- Concern the redrafting may lose the commitment to minimum legal standards.
- Should we look at a summary version (public) but a second 'complete' version – to retain integrity of original document?

Action:

- AAG members will receive both a 'tracked changes' draft and a second version without tracked changes for review. Members will confirm whether they are happy with the amended changes prior to consultation.
- How can it be measured that the plan is being implemented and achieved? Currently no outputs and outcomes. Jaime will review the document to ensure this is included and if not will come back the AAG to discuss.
- Action plan to include timeframes and accountabilities.
- Jamie to put a timeline together - working backwards from December (on agenda for October meeting?).
- Lisa to forward a copy of the plan to members.
- ODI easy read design format – available to ensure the document is accessible and use friendly.
- Jason, Angela to review the suggested changes.

5. Older persons policy - Jaime Dhyrberg

Deputising for Colin Drew (Policy).

The Policy team is preparing a scoping paper to see if a review of the Policy is needed and if so what kind of format; for example, action oriented or principles driven.

Discussion:

- Policy sat within positive aging strategy – which is still active within government.
- Employment, changing attitudes about aging and protecting rights of older people.
- Maybe just renewing policy rather than major changes.
- Workshop with sector on September 7 – key issues for older people in Wellington, categorising of people may not be appropriate, baby boomer retirement differences, will inform the scoping paper.
- Tactics necessary to retain older people in Wellington, valued in the community (i.e. emergency management plan, security monitoring CTV systems from home).
- What's the policy to be used for - is it a working document applied to Council actions?
- Position (mentioned in policy) recently disestablished.

Action:

- Alan will attend sector workshop and feedback to AAG.
- Subgroup to finalise feedback and forward to AAG for approval.

6. Accessible communications - Trina Saffioti Manager Communications and Marketing

Trina explained current Communications and Marketing practices. There will be accessibility guidelines developed as part of the Council Style Guide and this work will begin after RWC.

Discussion:

- Accessibility guidelines within the publication guidelines.
- Any suggestions about communications would be useful?
- Current E newsletters – Arts, Treaty Relations team and Branch out but e-newsletters not so much in favour anymore?
- Councils style guide – could AAG get a copy? But an accessibility style guide is also needed.
- Videos – need an audio description.
- Group keen to work with Comms team to assist in relation to the style guide – sub group will be formed.
- Accessibility maps could be changed.

- Accessibility needs to apply to applications for I phones, etc.

Action:

- Subgroup of Angela, Jason, Rosemary and Alan to support Communications staff member to develop guidelines. Lisa to liaise.

7. Report from the Chair (Thomas)

- No report

8. Officer's Report (Lisa)

Discussion

- Lisa would like to be cc'd into all emails that go to and from the AAG group
- Submissions etc, please forward a copy to Lisa for filing in all circumstances
- Minutes format – sub groups will now be just a verbal update
- Draft minutes are on the website a week after the meeting
- Draft Sub-group Forward Programme– is it useful? Ensures AAG knows when submissions are closing etc. Improved format would be better.
- Electoral office staff want assistance to get people on electoral roll for November. Not useful for them to speak to the group.
- Council electoral officer has requested whether AAG to be included to email list for stakeholders interested in improving accessibility of elections.
- According to the Terms of Reference a new Chairperson should be elected in October.
- Next meeting – consider which members will be standing down.
- Lisa will be away on holiday for the next meeting – Council contact will be Janette Wallace Gedge.

Action:

- Lisa will forward a mid month reminder email to members which will service as a reminder to subgroups, call for agenda items and include a copy of the draft minutes.

9. Questions to AAG follow-up actions (See Appendix 2)

Discussion

- Sport Centre visit to be organised now it is open. Late afternoon is the best time.

Action

- Lisa to action.

10. AAG Sub-group updates

Governance and Engagement [Including: participation, communication, annual forum, information technology] **Lisette, Alan, Linda, Lachlan**

- Digital strategy report has been submitted
- 2040 submission has been submitted

Environment, Transport and Urban Development [Including: parking, roads, bus lanes, public transport, natural environment, parks, waste, building, planning, parks and transport] **Jason, Thomas, Kendall, Angela, Lachlan**

- NZTA meeting – raised concerns about Basin Reserve Flyover, in relation to accessibility, safety, pedestrian and cyclist sharing, shared driveways, new

bridge is accessibility for mobility scooters.

- Lisa to see if anything formal (in terms of submission) is required.
- Gave an oral presentation to GWRC on transport, GWRC will be calling for submissions on buses shortly.
- Feedback submitted on Kilbirnie.

Economy and Cultural Wellbeing [Including: arts, access, employment, events, economy, museums, employment, (Rosemary – DAP, Kendall – Wellington 2040, Jason – Restaurant article, Lisette and Kendall - RWC)]

Rosemary, Lisette, Kendall, Linda, Jason

- No further input on arts policy but there will be further opportunities.
- Attendance at arts workshop.

Social Services and Recreation [Including: Jason – employment and recreation, Rosemary - emergency preparedness and access to services, Angela – housing and homelessness]

11. Other business

Discussion

- Cable Car – upgrade – sub group to consider if a submission is required. If upgrade work occurs, this triggers the need to improve accessibility (opportunity to raise this with council) – Lisa to research
- Town belt – consultation closes September 9, on principles to govern the management plan – environment sub group to consider and write a brief submission – Lisa to send the link (Jason will write the submission)
- Older persons policy – social sub group to meet and present ideas back to AAG for discussion. Lisa to clarify deadline.
- Kilbirnie submission – Lisa to get feedback on next stages and timeframes

Meeting closed at 7.35 pm

Next Meeting

27 September 2011

In Committee Room 1

APPENDIX 1

AAG MEETINGS PROGRAMME

(The last Tuesday of each month)

30 August [Committee Room 1]

- Communications (Trina Saffioti, Manager, External Communications) TBC

27 September [Committee Room 1]

- Longterm plan
- Forum planning
- Regional Council Bus Review– Tass Larsen (WCC)

25 October [Committee Room 1]

- Preparation for annual AAG report to SPC
- Planning for 2012

29 November [Committee Room 1]

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20 December [Committee Room 2]

- Annual forum/workshops

APPENDIX 2

FOLLOW-UP ACTIONS

FROM EARLIER

- Arrange site visit to Kilbirnie Indoor Community Sports Centre
AAG welcome. General Feedback was that to do it after opening.
Date needs to be fixed.
- Jon to provide statistics about Lower Cuba street complaints, and both pre-emptive and responsive actions taken
He has never come back to me on this (even after a reminder email) – do you want me to follow up?
- AAG to encourage the public to log issues with the contact centre and can also log issues they become aware of or if they are concerned at the timeliness of response. Any AAG contact with Jon should go through Jason as Contact Person for the Transport etc. sub-group
All Ongoing
- Sub-group to become involved more closely with the Miramar project
Sub-group Do you want me to follow this up?
- Sub group to follow up with the restaurant association
Jason ?
- Please send in feedback on the draft Forward Programme (Appendix one)
All Is this useful?
- Please send in feedback on the draft engagement process discussion document
Is this useful?
- Consider how to improve focus of future officer presentations (e.g. what are the issues around accessibility. What is being done to make the project accessible? What was learnt from past experience? What input is sought from AAG members?)
This feels like a useful thing – Discuss?

FROM 26 July

- The Arts and Culture draft will be circulated next week to Economy and Cultural Wellbeing subgroup for them to comment
No feedback give but AAG are welcome to submit further down the track. Good attendance planned at Arts Access Aotearoa meetings.
- Accessibility action plan – Lisa to prepare a consultation and feedback plan to discuss with the group.
On agenda
- Lisa will arrange for Colin to write a brief about older persons policy and meet with the subcommittee.
On the agenda