

**AGENDA: ACCESSIBILITY ADVISORY GROUP**

Meeting of 29 November 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. Accessible Forum** Jaime Dhyrberg City Communities/Sandra Crews Consultation and Engagement
- 5. Planning**
- 6. Report from the Chair**
- 7. Officer's report** – Twitter follow up, Baby Star ramp
- 8. Questions to AAG follow-up actions (See Appendix 2)**
- 9. AAG Sub-group updates**
- 10. Other business**
  - Regional Accessibility/disability reference group meeting
  - Representative for Public Transport Spine Study Reference Group

## RECORD OF MEETING: ACCESSIBILITY ADVISORY GROUP

Meeting of 29 November 2011 Committee Room 1, 101 Wakefield Street, 5.30 to 7.30 pm

### 1. Present

- Members: Thomas Bryan (Chair), Alan Royal, Linda Hobman, Rosemary Cole, Angela Vanderpoel, Kendal Akhurst, Jason Strawbridge, Lachlan Mackay, Lisette Wesseling
- Council Officers: Lisa Matthews, Jaime Dhyrberg
- Councillors: Iona Pannett
- Guests:
- Interpreters:
- Minutes:

### 2. Welcome from the Chair

- Apologies: Lorraine Guthrie (minute taker)

### 3. Adoption of Minutes (2 min)

- Minutes of the 25 October 2011 meeting were adopted. (Angela/Rosemary)

### 4. Accessible Forum:

Jaime outlined the plans for the Forum. He also outlined the process of council process and what happens next with the draft plan.

#### Action:

- AAG to facilitate tables – Governance (Alan), Built Environment (Jason), Arts and Culture (Linda), Ease of Transport (Lachlan), Social and Recreation (Angela) and Economic Development (Kendall)
- AAG to help greet guests at registration especially Rosemary and Alan
- Thomas not to facilitate at a table but play a support role with Jenny and Jaime
- Lisa to send final agenda to AAG member

### 5. Planning

Discussion: Planning for the next year

- The Action Plan will form the main body of the AAG's forward programme in combination with other work coming through the Council. Suggested this is managed in a spreadsheet for the group.
- Implementation of the Action Plan needs to be supported from the top and also regularly monitored otherwise things will drop off.
- It needs to be come part of the culture of the Council, for example, disability training and becoming a customer focussed organisation
- Role of HR in implementation – training becomes mandatory?
- Pam McNeill is a recommended trainer in this area
- Need to target different levels in the organisation. Get the directors to drive adoption.
- Get it written into performance agreements including Garry's
- Need internal communication process (Kate McDavitt)
- Could join Employers Disability Network

- Importance of implementation from City Communities

Action:

- Iona to speak to Performance Subcommittee re including it in Garry's performance agreement
- AAG to check in with Jenny Rains City Communities in the new year
- Could change agenda to match the topics from the Plan

## 6. Report from the Chair

Thomas has a number of representations on committees that will need to be picked up.

1. Representation from AAG on the Greater Wellington Regional Council disability reference group. Looks at more than just transport. It is 4 meetings a year from 9.30 -12pm with sometimes a site visit
  - There is no associated process with this but can't be on this committee if not on AAG. Could review every year who has this role – i.e. it could change yearly unless in the middle of a critical project.
  - Jason will take this up for 2012.
2. Spine Study (GWRC)  
First meeting on 1 December. 3 - 4 meetings until March

There will be a new AAG chair elected at the December meeting. Could look at a co-chair situation.

## 7. Officer's Report

Reportback on Twitter:

Capacity will move to tweeting both planned and unplanned water outages in the New Year and then Lisa will approach the Webcentre regarding them retweeting the same from the Council's Twitter account.

Action:

- Lisa to progress

Reportback on BabyStar Ramp (Adelaide road)

If there has been a change of purpose then a new consent would need to be issued, otherwise AAG can request an investigation.

Action:

- Lisa to progress

## 8. AAG Sub-group reports

Transport

- GW is seeking feedback on the Hutt Corridor – have had a workshop already but will go out for consultation.

## 9. Other business

- Festival of Arts – flyer has lots of information on accessibility
- Regional meeting of accessibility/disability advisory groups being organised on the 4<sup>th</sup> of February. To be advised further when invite comes through.
- Alan attended the launch of the Upper Hutt Council resource of *DIScover*. It provides staff working in customer service roles guidance on how to provide excellent service to people with disabilities. It has been distributed to the Contact and Service Centre manager at Wellington City Council who intends to use it.
- Recruitment – Angela and Thomas to be on the interview panel.

## APPENDIX 1

### SUB-GROUPS AND MEMBERSHIP

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

**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**

**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**

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

## APPENDIX 2

### FOLLOW-UP ACTIONS

#### ***From 25 October***

- Follow up with the Contact Centre regarding Twitter and water outages Lisa
- BabyStar ramp considered too high and the building has had a change of purpose so there may be an opportunity to change Lisa

#### ***From 27 September***

- Distribute information on Long Term Plan submission and seek comments from AAG members by October 14 Kendall, Lachlan, Rosemary and Jason
- Stadium visit to be re-organised Janette
- AAG Disclaimer to be discussed. Guidance required from Council Janette

#### ***FROM 30 August***

- Subgroup to support Communications staff member to develop guidelines in November. Lisa to liaise. Lisa, Angela, Jason, Rosemary and Alan
- 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. Lisa – ongoing

#### ***FROM EARLIER***

- 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

**APPENDIX 3**

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**AAG MEETINGS PROGRAMME**  
**(The last Tuesday of each month)**

**31 January [Committee Room 1]**

**28 February [Committee Room 1]**

**27 March [Committee Room 1]**