

Minutes of the Accessibility Advisory Group Meeting

Date: Tuesday, 27 October 2020

Time: 5:32pm – 7:19pm

Venue: Mayor's Reception Room, Level 8, 113 The Terrace
Zoom

PRESENT

Chairperson

Rachel Noble

Nick Ruane

Members

Amy Evanson (via audiovisual link)

Erikka Helliwell

Solmaz Nazari Orakani

Alan Royal

Elected Members

Councillor Rebecca Matthews

In Attendance

Liam Hodgetts – Chief Planning Officer

Hedi Mueller – Democracy Advisor

Jenny Rains – Community Services Manager

Carolyn Dick – Team Leader Strategy

Baz Kaufman – Manager Strategy and Research

Callum McMenemy – member of the public

1. MEETING PROCEDURES

5:32pm

1.1 Welcome and Karakia

Cr Matthews said the karakia and the meeting started with introductions around the table.

1.2 Apologies

Apologies for absence received from Stuart Mills and Rosie Macleod, and from Erikka Helliwell for lateness.

1.3 Conflicts of Interest

No conflicts of interest were declared.

1.4 Confirmation of Minutes – Minutes of 29 September 2020

That the minutes of 29 September 2020 be adopted as a true and accurate record.

Moved by Nick Ruane, seconded Alan Royal

Carried

2. PRESENTATIONS

2.1 Advisory Groups Review

5:37pm

Facilitated by Carolyn Dick

Carolyn provided an overview of the advisory groups at WCC, why they were established and why the review was commissioned. She discussed the purpose of the review, what was out of scope, and outlined the review's recommendations.

The recommendations were grouped as follows:

- Purpose
- Processes and set up
- Work plans
- Practices

Caro discussed the recommendations and what these would mean for AAG.

Members discussed:

- Accountability from all three sides of the proposed triangle – the Advisory Groups, Councillors and WCC officers.
- Making information available to members in a timely manner, and how the information is presented to group members requiring information in a different format.
- Whether an increase of size means that there will be targets for representation. This is a possibility, though any criteria would need more consideration and would be incorporated into the Terms of Reference.
- The content of the induction programmes.
- A feedback loop, so groups know how their feedback has been used.
- Development of the work plan, and it's key that it is developed collaboratively. Other councillors (who are not liaison councillors for any advisory groups) could also be included.
- Collaborative meetings where appropriate – not that every group does the same thing all the time, but that successful ideas are used across groups.
- Maori representation
- Annual report and work programmes, and availability of templates for documents such as annual reports.
- Timeline from here – councillors to discuss and make decision at SPC in December 2020.
- The Convention on the Rights of Persons with Disabilities needing to underpin AAG's role within the organisation. Making sure that power and positioning is fair and that it's possible for AAG to contribute at all stages.
- Being involved early in development of work – having projects scheduled into workplan.

- Greater connection with Council Engagement Program – chances where AAG could help with community outreach.
- Having a strategic/monitoring type role, relating to accountability.
- How AAG engages with Council processes and how the public engages with the group.
- Meeting venue with group size increasing.
- Value of joint advisory group meetings.
- Lack of memory in the organisation, staff turnover and filing systems.
- That one is only disabled if the system doesn't meet your needs – the system is disabling.
- Timeline: the review recommendations would go to SPC on Dec 10, implementation planning to start straight after.
- Would be great to have group come and speak on 10 December, Cr Matthews happy to take on feedback or for members to contact Caro directly.
- Current workplan – does it evolve or start at the beginning? Looking to work through current plans, and then to develop new plans for next financial year. 2019 workplan to be considered as part of that.
- Thinking around the LTP will be significantly advanced by February so will help with ideas for workplan.

3. General Business

3.1 Liam Hodgetts

Liam Hodgetts, the Chief Planning Officer and new ELT Liaison member of AAG introduced himself and gave an outline of his previous work experience in London, Melbourne and New Plymouth. Liam built on the AAG-Councillors-Staff triangle by describing a Strategy-Tactics-Operations framework.

Members discussed:

- The important of demographic data and housing data, Council using the Integrated Data Infrastructure from StatsNZ. Retirement Villages having good demographic data on the elderly population as part of their sales strategy.
- Sharing knowledge both ways, with the tour of Alan's retirement village as an example.
- Weight of responsibility and accountability to disabled community.

The meeting adjourned at 7:00pm and reconvened at 7:06pm.

3.2 Members' and Councillor Updates 7:06pm

Rachel: Nick and Rachel met with all candidates for Senior Accessibility Advisor role.

Alan: has been involved with a WCC project with Creative HQ on digital inclusion as member of SeniorNet. Hedi to follow up about this project and a previous report on digital inclusion.

Cr Matthews: has been discussing accessible housing being explicitly stated in the Spatial Plan. Jenny Rains, Cr Matthews and Cr Day met with Tania Ali to talk about work with Deaf people in Muslim and Maori communities. Has successfully requested that accessibility impact statements be included in WCC reporting.

Nick: Submitted on the Draft Spatial Plan as an individual.

4. Member only time 7:17pm

Members discussed availability of demographic data.

The meeting was declared closed at 7:19pm.

The next AAG meeting will be held on 24 November 2020 at 5.30pm.