

ACCESSIBILITY ADVISORY GROUP

Tuesday 17 December 2013 in Te Mahanga Committee Room One, Wakefield Street 5.30pm to 7.30pm

AGENDA

1. Wellington Accessible Forum Focus Group (5.30pm-7.00pm)

Main Accessibility Advisory Group Meeting (7.00pm-7.30pm)

2. Present

3. Welcome from the Chair

Apologies – Paula Booth (to be confirmed)

4. Introduction to Councillor Malcolm Sparrow

5. Conflict of interest

6. Matters arising/Adoption of minutes (5 minutes)

7. Subgroup review – how we work in 2014 (20 minutes)

Jason Strawbridge

8. Other business

- After hours exit

9. Next Meeting

Tuesday 28 January 2014 in Te Mahanga Committee Room One

ACCESSIBILITY ADVISORY GROUP

Tuesday 17 December 2013 in Te Mahanga Committee Room One, Wakefield Street 5.30 to 7.30pm

1. Wellington Accessible Forum Focus Group – a focus group was held as part of the evaluation of Councils forums. The group and participants' feedback and discussed recent Wellington Accessible Forums and ideas for improvements. A full report back on this will be provided separately once the evaluation has been completed.

Action: Lisa to provide feedback on the evaluation and process going forward

Main Accessibility Advisory Group Meeting

2. Present

- Members Jason Strawbridge, Kendal Akhurst, Michael Bealing, Robert MacKay, Angela Vanderpoel Julia Mosen, Alan Royal, Shannon Krogman.
- Apologies Paula Booth, Cr Malcolm Sparrow,
- Councillors Cr David Lee.
- Council officers Graeme Shimmin

3. Welcome from the Chair

4. Introduction to Councillor Malcolm Sparrow - Item postponed till next meeting

5. Conflict of interest

None.

6. Matters arising/Adoption of minutes

Minutes of last meeting approved.

7. Subgroup review – how we work in 2014

Discussion was held around the current subgroup work. It was commented on that the work is sometimes unevenly spread between groups so perhaps a 'project'/issue based approach would be better?

When a subject or issue arose that required subgroup work, members would nominate themselves to work on it. This would ensure a variety of people worked on different issues and that members could manage their own workloads and take a step back if they had too much on elsewhere. If only 1 or two people nominated themselves this could mean that there was a lack of interest and perhaps the group shouldn't work on the issue/topic? This would help address the issue of the group overstressing themselves.

It was noted that the subgroup system was based on the previous committee and portfolio structure; as this had been revised it would be appropriate to revisit how the group work on issues outside the main meetings.

It was still felt there was a place for 'subject matter' experts, but this approach could mean the group were more adaptable, and members' knowledge and specialism's more easily shared.

It was felt a spreadsheet to record who's doing what would be useful and could be attached to agendas and minutes. This could be a shared document using a program such as Dropbox or Googledocs. It could be populated with projects etc for the group to nominate themselves to etc. There should be a clear system for labelling, updating etc.

Action: The group to look at the most suitable online tool to use for collaborative working.

8. Other business

- After hours exit – It was explained that Council had recently changed the exit system for the building meaning that a card was now required for all none emergency exits. This means officers must escort member out of the building to release the doors. The doors can still be used in an emergency. (NB on exiting the building Jason and Cllr raised concerns about the effectiveness of this system and usability of the emergency exit system and are following up with property and security officers to discuss.)
- Meet and Greet and Advisory Group/Forum review - A quick discussion was held around the meet and greet, the group felt this went well and there was value in meeting the other advisory groups. They felt PAG were very effective at getting their points across, and liked the way they presented challenges to each councillor.

9. Next Meeting

Tuesday 28 January 2014 in Te Mahanga Committee Room One

Action points from 17 December

Actions	Person responsible
The group to look at the most suitable online tool to use for collaborative working.	AAG
Lisa to provide feedback on the forum evaluation and process going forward	Lisa

Action points from 25 November

Actions	Person responsible
City Housing will review the Royal NZ Foundation for the Blind's Accessible Signage guidelines and also look at cost etc regarding Braille signage.	City Housing
City Housing to send both the Design Guide and the floor plans for each complex to Lisa. The Design Guide is being reviewed again and any feedback from the AAG would be welcome. If there are any questions or issues around the floor plans or feedback on the guide then AAG should contact City Housing.	City Housing AAG
Lisa to organise Richard to come back in 4 – 6 months The representative from AAG that sits on Greater Regional Council's Accessibility Reference Group could follow up	Lisa Matthews
David will do a presentation to the AAG on the new committee structure and portfolio leaders at the December meeting.	Cr David Lee
Lisa will contact Urban Design regarding a casual get together with AAG to discuss Miramar	Lisa Matthews

Action points from 24 September 2013

Actions	Person responsible
Subgroup to follow up on lobbying Culture and Heritage about accessible toilets through Geoff Swainson. Letter sent – waiting to hear back	Lisa Matthews
Lisa to update submission template.	Lisa Matthews
Lisa to follow up the proposed second meeting with Building Consents. Waiting to hear back	Lisa Matthews

