

Details: Date: Tuesday 30 May, 2017
Time: 5.30pm-7.30pm
Venue: Committee Room One
Chair: Michael Bealing
Minute taker: Carline Thomas

Attendees:

Michael Bealing	Cr David Lee
Julia Aguilar	Cr Diane Calvert
Tristram Ingham	Crispian Franklin – WCC Democratic Services
Christine Richardson	Carline Thomas – WCC Democratic Services
Alan Royal	Julian Inch – Limitless with Support
Christine O’Sullivan – participated via teleconference	Alice Bates – WCC Policy Advisor, Strategy, Policy and Research
Tim Pate – arrived at 6.05pm	

Apologies:

Jeremy Baker – WCC Dir. Strategy and Communications	Cr Andy Foster
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Items:

1.0 Welcome from the Chair

- 1.1 Apologies received as noted above
- 1.2 Chair noted that the passing of Alexia Pickering, JP, QSO, CNZM, Attitude Hall of Fame, will be recognised by Mayor Justin Lester at the Council meeting on Wednesday 31 May
- 1.3 Carline Thomas, new Governance Advisor for the Group, was welcomed and introduced herself
- 1.4 Chair revised the meeting order

2.0 Confirmation of Minutes

- 2.1 Deferred

3.0 Presentation from Julian Inch – Limitless with Support

- 3.1 Julian presented a video from Neelu Memon, who is sight impaired, detailing issues experienced trying to cross Abel Smith Street, near the intersection of Cuba Street
- 3.2 A PowerPoint presentation followed outlining three main aims:
 - Creation of a real-time map of access information in Wellington City
 - For Wellington City Council to lead the way with regards to employment of people with disabilities
 - To create an awards scheme similar to the annual Wellington Sports Awards to promote and reward action on accessibility issues
- 3.3 MB: Buses are a Greater Wellington Regional Council concern in respect of accessible information regarding timetables and timeliness
 - 3.3.1 It would be useful to add an accessibility flag to the Fix-It app
 - 3.3.2 Referred people to the NZIER report (2017), *Valuing access to work*

- 3.3.3 Endorsed the 'awards' idea
- 3.3.4 Reiterated the interest of the AAG in providing feedback on accessibility issues to Councilors and the Council
- 3.4 AR: Access to information needs to be in multiple formats to cater for a diverse range of disabilities
- 3.5 Cr Lee: Acknowledged the relevance of the three main themes (transport, employment and leadership / recognition)
 - 3.5.1 Highlighted the need to consider the operational implications regarding change processes from concept to implementation
- 3.6 Julian: His role would be to project manage and advocate for the objectives
- 3.7 MB: Noted the Council's Accessibility Adviser role has been disestablished
- 3.8 Cr Lee: Noted that there has been an erosion of advocacy for interest groups
 - 3.8.1 Noted that Blindsquare is currently being trialed in Wellington
- 3.9 TI: Question - the purpose of the presentation
- 3.10 Julian: Reiterated his interest in engaging with AAG and the Council to present ideas on accessibility initiatives
 - 3.10.1 Question – how does the AAG drive change
- 3.11 TI: Noted this question is continually topical
- 3.12 MB: Thanked Julian
 - 3.12.1 Noted Neelu's interest in attending a future meeting

4.0 Councillor Calvert

- 4.1 Has the Community Planning and Engagement portfolio
 - 4.1.1 Seeking to understand the roles of the advisory groups: working towards developing Terms of Reference (ToR)
- 4.2 MB: There was a review and redraft of all Terms in 2014

- 4.2.1 The Disability Advisory role was disestablished then, which meant that channels of communication narrowed and became difficult
- 4.3 Cr Calvert: Engagement is often confused with consultation, the former should occur at the beginning of a review or development process and the latter at the end
- 4.4 MB: One-quarter of Wellingtonian's have some form of disability
 - 4.4.1 This will increase to one third as the population ages
- 4.5 CO'S: Appreciates recognition of the need to engage
- 4.6 Cr Calvert: There is some cross-over in the foci of the advisory groups, for example, youth with a disability
- 4.6 TI: Expressed frustration re action in disability / accessibility space
 - 4.6.1 Noted there is a difference between the role of the AAG (lived experience) versus technical input
 - 4.6.2 Noted that high staff turnover at Council has diminished the knowledge base, hence the AAG has had to continually refresh this for staff
- 4.7 MB: Commented that the provision of technical advice is specifically excluded from the ToR for the AAG
- 4.8 CR: Highlighted the work of Wellington Museum's 'The Attic' as a success story with regards to engagement
 - 4.8.1 Acknowledged Tristram's points re knowledge base & also noted a lack of leadership regarding progression of the group's work programme
- 4.9 MB: Lack of a Council Disability Advisor is an issue
- 4.10 Cr Lee: Is a new normal for engagement with advisory groups and community envisaged?
- 4.11 Cr Calvert: Acknowledged comments
 - 4.11.1 Priority for the next six months is to engage re the Annual Plan and gain understanding of the advisory group's roles

- 4.12 AR: Noted erosion of knowledge base due to staff turnover; estimates 30 percent turnover when 11 to 12 percent is more usual
- 4.13 TI: Questioned timeframe of review of advisory groups
- 4.14 Cr Calvert: hoping this will be during the next 6 months, but is awaiting confirmation of funds available

5.0 Alice Bates – WCC Policy Advisor, Strategy, Policy and Research

- 5.1 Accessibility Action Plan workshop
 - 5.1.1 Purpose is to gain insights into the lived experience of AAG members
 - 5.1.2 Broad objective: Identify and prioritise areas where access to information and access to the built environment can be improved
 - 5.1.3 Four scenarios - regular travel by car, train and bus; and one for emergency travel - presented to the group who worked in pairs to note down travel experiences on worksheets
- 5.2 Cr Lee: Questioned whether the worksheets will pick up differences in experiences depending on specifics of disability
- 5.3 Alice: Requested people initial notes where these differ from the other person (the other half of the 'pair')
- 5.4 AR: Stroke sufferers comprise the largest group of people with disabilities
 - 5.4.1 People who can't speak for themselves need advocacy and input too
- 5.5 Alice: Noted; the exercise is a starting point in the process of information gathering to inform the Plan

MINUTE-TAKER'S NOTE: Christine O'Sullivan signed off at 6.40pm

MB: will phone her to discuss remainder of the meeting

6.0 Recruitment Update

- 6.1 Crispian: Four applications received by the closing date of 24 May; one was rejected as the applicant does not live in Wellington City
 - 6.1.1 Interviews will be conducted by the chairs and a WCC staff member, who will liaise re timing
- 6.2 MB: Noted that he is away from 9 to 24 June
- 6.3 JA: Noted that she is out of Wellington for June
- 6.4 Carline: Tim and Lee would like to retain their membership and has advised them to send a letter of application as soon as possible stating this, despite the application submission date having expired
 - 6.4.1 Meeting agreed this was satisfactory
- 6.5 CO'S: Advised will not be reapplying for membership

7.0 Minutes

- 7.1 TI: A number of issues with the April minutes
- 7.2 MB: It is a matter of public record that the minutes accurately reflect meetings

8.0 General Business

- 8.1 TI: Questioned the signing of 'Letters of Engagement'
- 8.2 Crispian: the Forward Plan needs to be rationalised prior to the signing of the engagement letter; has been delayed consequent to the formation of the Triennium Plan

Meeting Closed At 7.50pm

Next Agenda due Tuesday 20 June

Actions: The following tables the actions and responsibilities made during earlier meetings:

Action		Responsibility	Completed
28-Feb	Alice to change the report to include 2 columns and make it	Alice	Completed

	measurable. These need to be reported on regularly to make sure teams are accountable.		
28-Feb	Send out internal draft for feedback of the previous plan . Members will help Alice identify areas where we can improve to the previous plan and look at the opportunities to make these improvements to the next plan .	Alice	Completed
28-Mar	Reinstate Action Points at the end of each set of minutes. Regular Updates and milestones	Nevada	Completed
28-Mar	That Jeremy, Barbara McKerrow or another member of ELT, attends the next AAG meeting.	Nevada	Deferred
28-Mar	Contact Alice to discuss using AAG meetings as a forum to progress the new plan in chunks. Specific updates on the action plan and timeline.	Nevada	Completed
28-Mar	To start an email chain with the group members for them to share their key learnings. Nevada will collate these and it will be brought to the next meeting to be agreed on.	Nevada	Completed
28-Mar	Cr Lee to pass these concerns to Cr Foster, and for Cr Foster to pass on the issues to Wellington Airport.	Cr Lee	Completed
28-Mar	To remind Cr Foster on the dates for AAG and encourage him to come along.	Nevada	Completed by Carline
28-Mar	To add a summary of successful engagement to	Michael	Refer to action for Christine

	Michael's business plan to Wellington Museum		Richardson, 30 May
28-Mar	Cr Lee to report back to CSC when he sees necessary or by request from AAG	Cr Lee	Ongoing
28-Mar	Michael to see how we can interact with committees, through talking with Jeremy.	Michael	Deferred; ELT member responsible for AAG to be confirmed
28-Mar	Invite Vicky McLaren to next AAG meeting re inductions	Nevada	Deferred; can incorporate recognition of disability issues in induction process (email); working with Ennoble on intern programme (Cr Calvert)
28-Mar	Invite Cr Calvert to next AAG meeting	Nevada	Completed
28-Mar	Contact Jenny Rains regarding Fix It app. (flag for accessibility issues? / Monthly report)	Nevada	Crispian to follow up
18 April	Include person's title after their names e.g. Jeremy, Director Strategy and Policy	Nevada	Completed by Carline
18 April	Numbered paragraph for the minutes	Nevada	Completed
18 April	Feedback from Council on the intersection of Cuba and Abel St	Nevada	Completed; under consideration by Transport Operations team
18 April	Pilot the template provided by Tristram	Nevada	Work in progress
18 April	Teleconference tech wasn't working	Crispian	Now working

30 May	To send the summary of successful engagement to AAG	Christine Richardson	
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