

## **Accessibility Advisory Group Agenda**

**Tuesday 25 July 2017 5:30–7:30pm**

**Wellington City Council, 101 Wakefield St  
Committee Room 1**

### **Chairperson:**

Michael Bealing

### **Members:**

Tim Pate, Lee Rutene, Tristram Ingham, Julia Aguilar,  
Christine Richardson, Alan Royal, Michael Bealing

### **Councillors:**

Cr Lee (Technology, Innovation, Enterprise, Climate  
Change), Cr Foster (Urban Development)

### **ELT member:**

Jeremy Baker (Dir. Strategy & Communications)

### **WCC Staff:**

Crispian Franklin and Carline Thomas (Democratic  
Services)

### **Other Attendees:**

**5.30pm:** Welcome from the Chair & Apologies

**Apologies received:**

Jeremy Baker

**5.33pm:** Confirmation of Minutes

1. AAG to review previous minutes

**5.40pm:** Accessibility Information at Wellington City Council Sports and Recreation Facilities – Mathew Bialy, WCC Recreation Facilities Manager

**5.50pm:** Let's Get Wellington Moving – Paula McArthur, NZTA; Barry Mein, Programme Director

**6.50pm:** Councillor Updates – Councillor/s attending

**7.00pm:** Fix-It Update – Carline Thomas

**7.05pm:** Recruitment Update – Carline Thomas

**7.10 pm:** Research Proposal – Tristram Ingham

**7.20pm:** Long-Term Plan Engagement – Carline Thomas

**7.25pm:** General Business

1. Open to the floor

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

Action		Responsibility	Completed
28-Feb	Alice to change the report to include 2 columns and make it measurable. These need to be reported on regularly to make sure teams are accountable.	Alice	Completed
28-Feb	Send out internal draft for feedback <b>of the previous plan</b> . Members will help Alice identify areas where we can improve <b>to the previous plan</b> and look at the opportunities to make these improvements to the <b>next plan</b> .	Alice	Completed
28-Mar	Reinstate Action Points at the end of each set of minutes. <b>Regular Updates and milestones</b>	Nevada	Completed

28-Mar	That Jeremy, <b>Barbara McKerrow</b> 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. <b><i>Specific updates on the action plan and timeline.</i></b>	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's business plan to Wellington Museum	Michael	Refer to action for Christine 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-	Michael to see how we can	Michael	Deferred; ELT

Mar	interact with committees, through talking with Jeremy.		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	