

Accessibility Advisory Group Agenda

Tuesday 30 May 2017 5:30pm – 7:30pm

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

Chairperson:

Michael Bealing

Members:

Tim Pate, Lee Rutene, Tristram Ingham, Julia Aquilar,
Christine Richardson, Alan Royal, Christine O'Sullivan,
Michael Bealing

Councillors:

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

ELT member:

Jeremy Baker (Dir. Strategy and Communications)

WCC Staff:

Crispian Franklin and Carline Thomas (Democratic
Services)

5.30pm: Welcome from the Chair & Apologies

Apologies received from:

Jeremy Baker (Dir. Strategy and Communications)

5.33pm: Confirmation of Minutes

1. AAG to review previous minutes

5.40pm: Cr Calvert – Portfolio Holder, Community Engagement

5.50pm: Julian - Limitless

6.20pm: Alice Bates – Policy Advisor, Strategy, Policy and Research

1. Accessibility Action Plan

7.20pm: Crispian Franklin

1. Recruitment Update

7.25pm: General Business

1. Open to the floor

Action Points

Date	Action	Person Responsible	Completed	Notes
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		
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		
28-Mar	Reinstate Action Points at the end of each set of minutes. Regular Updates and milestones	Nevada		
28-Mar	That Jeremy, Barbara McKerrow or another member of ELT, attends the next AAG meeting.	Nevada		
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		
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		
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		
28-	To remind Cr Foster on the	Nevada		

Mar	dates for AAG and encourage him to come along.			
28-Mar	To add a summary of successful engagement to Michael's business plan to Wellington Museum	Michael		Letter of support and art access award.
28-Mar	Cr Lee to report back to CSC when he sees necessary on by request from AAG	Cr Lee	Not required (18 April meeting)	
28-Mar	Michael to see how we can interact with committees, through talking with Jeremy.	Michael		
28-Mar	Invite Vicky McLaren to next AAG meeting	Nevada		HR induction for new staff and employment.
28-Mar	Invite Cr Calvert to next AAG meeting	Nevada		Community engagement and how to engage
28-Mar	Contact Jenny Rains regarding Fix It app.	Nevada		Flag any accessibility issues + monthly report
18 April	Include person's title after their names e.g Jeremy, Director Strategy and Policy	Nevada		
18 April	Numbered paragraph for the minutes	Nevada	18 April	Actioned.
18 April	Feedback from Council on the intersection of Cuba and Abel St	Nevada		
18 April	Pilot the template provided by Tristram	Nevada		
18 April	Teleconference tech wasn't working	Crispian		