

**All Abilities Advisory Committee (AAAC)  
Minutes**

**Tuesday 25 August 2015  
11am – 1pm**

**Winchelsea Room – Surf Coast Shire**

**Present:** Cr Heather Wellington (at 12 noon approx.), John Olsen (Chair), Lucille Marks, Caroline Maplesden, Leone Mervin, Max Kitchen, Emmanuel Pimentel, Damian Waight (SCS), Kerri Deague (SCS)

**Apologies:** Tina Gulino, Richard Porter

**Guests:** Libby Mears and Tammy Fitzgerald from Leisure Networks. Kevin Kelton – husband of Lucille Marks, Nicki Angus (SCS Recreation Officer), Ross Wissing (SCS Open Space Officer), Mark Gibbons and Sean Keown (SCS Traffic and Design Engineers)

Ag. No.	Issue Topic	Time	Points of Discussion Details/ Decision	Agreement / Action / Timeframe	Responsible Officer
1	Welcome, introductions and acknowledgements	5			John Olsen
1.1	Minutes from previous meeting	2	Minutes from previous meeting on 23 June 2015	Noted as final at council meeting on 28 July 2015 Accepted: M Kitchen Seconded: J Olsen Carried: All	John Olsen
1.2	Conflict of Interest	2	Declaration of conflict of interest (members)	NIL	John Olsen
1.3	Conflict of Interest	2	Declaration of conflict of interest (Councillors)	NIL	John Olsen

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2	<b>New Business</b>				
2.1	Lucille Marks update Kevin Kelton (Lucille's husband)	10	Lucille was welcomed back after experiencing health issues in past months. Kevin spoke of Lucille's rich and varied working life prior to her acquiring disability from an accident. The committee members acknowledged Lucille's positive contribution to the work of AAAC and look forward to this continuing.		
2.2	Access issues at Torquay Community / seniors precinct (Max Kitchen)	10	The installation of tyre barriers (wheel stops) and timber frames at the Torquay seniors precinct have resulted in a seniors person tripping and sustaining injuries. This infrastructure has since been removed. Max highlighted the importance of precinct community consultation prior to council commencing works, so as to avoid incidence of injury for community	Action: A reminder email is to be sent to relevant internal council staff to highlight the importance of community consultation prior to works being completed	D Waight
2.3	All Abilities Advisory Committee recruitment	5	Five candidates have been interviewed. Two positions will be filled. Council will receive a recommendation at the October meeting. New recruits are likely to attend December AAAC meeting	Action: D Waight will announce recommended new recruits at next meeting	D Waight
2.4	Casuarina youth leadership program DVD	15	Screening of Casuarina all abilities leadership program 15 minute DVD. Discussion of outcomes for participants	Action: K Deague will work with internal communications unit to create a 3 minute u-tube version of the DVD	K Deague
2.5	Accessible and Inclusive Strategy 2014-24 – update	10	<b>Quantitative summary:</b> 5 Outcomes, 19 Goals, 44 Actions. Of the 44 actions listed, 20 actions have been met and are ongoing, 3 actions have been met with no further action, 5 actions are a work in progress and 16 actions have not yet commenced in the financial year	Action: Next quarterly report will be published in October 2015.	D Waight and K Deague

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2.6	Play Space Strategy update- N Angus (recreation officer)	15	Information update on the playground strategy which was adopted in 2011. Universal Design principles and features are integral to all play space planning. There are 38 play spaces in the Surf Coast Shire		
2.7	Pathway Strategy update on actions- M Gibbons and S Keown (Engineering: design and traffic)	15	Information update on how universal design / access standards are being applied at the design stage of planning for pathways to bus shelters, car parks, and toilet amenities		
2.8	Open Space Strategy – R Wissing (open space officer)	15	The draft Open Space strategy is due to be tabled at September council meeting. One of the guiding principles listed in the strategy is “Accessible Design”. Committee members provided suggestions on how the final document design could be made accessible. C Maplesden raised the importance of pedestrian safety on shared paths	Agreement: Pedestrian safety on shared pathways will continue to be advocated for in pathway strategy meetings	K Deague
3	<b>Actions from previous minutes</b>				
3.1	Investigating opportunities for youth supported employment	5	Kate Marshall is a parent of 22 year old female who graduated from Casuarina (all abilities) youth leadership program. Kate is investigating post school social and vocational opportunities to be developed in the Surf Coast Shire and will keep the committee updated.	Action: K Deague to liaise with K Marshall and provide updates to committee	K Deague
3.2	Housing for people with a disability	2	There was no update to discuss for this item.	Action: J Olsen to provide an update of information at future meetings <i>NB: Officers are not working on this initiative as there is no Council</i>	J Olsen

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				<i>resolution or formal commitment to it.</i>	
3.3	Employment opportunities for people with a disability - Information	2	Information provision regarding best practice employment models and research.	Action: Carry to next meeting	K Deague
3.4	Pedestrian safety on paths under Foreshore Committee control	2	Clarity is sought around access standards for trails and shared pathways in the Surf Coast Shire.	Action: K Deague and C Maplesden will arrange a visit with Great Ocean Road Coastal Committee (GORCC)	K Deague
4.	<b>Next Meeting:</b>	1	Meeting to be held on Tuesday 27 October at 11am - Council Offices	Agenda items to be forwarded to K Deague by Tuesday 20 Oct	All
<b>Next Meeting date: Tuesday 27 October Location: Council Offices</b>					
<b>Future meetings – Final Tuesday of every alternative month, unless otherwise stated. Time: 11:00am – 1:00pm, Address: Shire Offices – 1 Merrijig Way, Torquay</b>					
<b>Dates for 2015 meetings:</b>			<b>24 February, 28 April, 23 June, 25 Aug, 27 October, 8 December</b>		
Ground rules for our Meeting <ul style="list-style-type: none"> <li>▪ We start on time and finish on time</li> <li>▪ We all participate and contribute – everyone is given an opportunity to voice their opinions</li> <li>▪ We use improvement tools that enhance meeting efficiency and effectiveness</li> <li>▪ We actively listen to what others have to say, seeking first to understand then to be understood</li> </ul>			<ul style="list-style-type: none"> <li>▪ We follow-up actions for which we are assigned responsibility and complete them on time</li> <li>▪ We give and receive open and honest feedback in a constructive manner</li> <li>▪ We use data to make decisions (whenever possible)</li> <li>▪ We strive to continually improve our meeting process and build time into each agenda for reflection</li> </ul>		