

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

**Tuesday 27 October 2015
11am – 1pm**

Grant Pavilion: Vic Tantau Room – Surf Coast Shire

Present: Cr Heather Wellington, John Olsen (Chair), Tina Gulino, Richard Porter, Lucille Marks, Caroline Maplesden, Leone Mervin, Max Kitchen, Emmanuel Pimentel, Damian Waight (Surf Coast Shire), Kerri Deague (Surf Coast Shire)

Apologies:

Guests: Aoife Corcoran (SCS Design Engineer); Ross Wissing (SCS Open Space Planner), Leanne Perryman (SCS Manager People and Culture)

Ag. No.	Issue Topic	Time	Points of Discussion Details/ Decision	Agreement / Action / Timeframe	Responsible Officer
1	Welcome, introductions and acknowledgements	5			J Olsen
1.1	Minutes from previous meeting	2	Minutes from previous meeting on 25 August 2015	Noted as final at Council meeting on 22 September 2015 Accepted: C Maplesden Seconded: L Mervin Carried: All	J Olsen
1.2	Conflict of Interest	2	Declaration of conflict of interest (members)	Nil	J Olsen
1.3	Conflict of Interest	2	Declaration of conflict of interest (Councillors)	Nil	J Olsen
2	New Business				
2.1	International Day of People with Disability (IDPwD)	5	The planned regional activities and Surf Coast Shire events were discussed and program was circulated to members. Members are encouraged to participate.		J Olsen

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			A 22 year old graduate from the Casuarina Youth Leadership Program has achieved gold medals in National swimming competition. It is suggested that Phoebe Mitchell be nominated for Australia Day young Australian of the year award	Action: J Olsen will investigate nomination process for the Australia day award	
2.2	Accessible and Inclusive Strategy 2014-24 – update	15	The First quarter report in actions listed in plan from July- September 2015 was distributed to members	Action: 1. Members will review report and provide feedback on how content could be improved. 2. Action 1.4.2 “Document Access standards and Universal Design principles into relevant work procedures” will commence in the next quarter	All K Deague
2.3	Pathway design and Disability Discrimination Act (DDA) requirements -Aoife Corcoran	15	Information was provided about two pathway project examples with one in particular describing where Access Standards could not be fully met due to topography. A discussion took place about Council strategies to improve existing access when full compliance is not feasible to meet.		
2.4	Open Space Strategy draft -Ross Wissing	10	A presentation was provided to members about the guiding principles of the draft Open Space Strategy relating to accessibility. C Maplesden provided recommendations about pedestrian safety on shared pathways and that this be incorporated into the draft strategy. This motion was carried by all members	Action: K Deague will provide this feedback to the Open Space consultation process. K Deague will report back at next meeting.	K Deague
2.5	Introduction to People and Culture Manager – Leanne Perryman	10	L Perryman discussed actions that she has commenced with relating to inclusive employment at Council. Cr H Wellington raised the importance of creating employment opportunities for people with a disability.	Recommendation to Council: The AAAC recommends that Council review its existing employment policies with a view to adopt a policy that will lead to creation of employment opportunities for people with a disability. D Waight informed the committee of the process	K Deague to record in minutes provided to Council.

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				whereby Council or senior officers will need to direct this action for it to be completed. The recommendation was moved by L Marks, seconded by C Maplesden and carried unanimously.	
2.6	Update on appointment of new AAAC members	2	D Waight reported that two new members have been appointed to AAAC and will be invited to their first meeting on 8 December	Action: K Deague to invite new members to first meeting and provide them the relevant information in advance.	K Deague
3	Actions from previous minutes				
3.1	Access issues at Torquay Community / seniors precinct (Max Kitchen)	2	A reminder email has been sent to relevant internal council staff to highlight the importance of community consultation prior to works being completed	This was an action from previous minutes. Completed by D Waight.	
3.2	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 meeting with Great Ocean Road Coastal Committee (GORCC)	K Deague
4.	Next Meeting:	1	Meeting to be held on Tuesday 8 December at 11am -Council Offices	Agenda items to be forwarded to K Deague by Tuesday 1 December	All
Next Meeting date: Tuesday 8 December Location: Council Offices					
Future meetings – Final Tuesday of every alternative month, unless otherwise stated. Time: 11:00am – 1:00pm, Address: Shire Offices – 1 Merrijig Way, Torquay					
Dates for 2015 meetings:			24 February, 28 April, 23 June, 25 Aug, 27 October, 8 December		

Ground rules for our Meeting

- We start on time and finish on time
 - We all participate and contribute – everyone is given an opportunity to voice their opinions
 - We use improvement tools that enhance meeting efficiency and effectiveness
 - We actively listen to what others have to say, seeking first to understand then to be understood
- We follow-up actions for which we are assigned responsibility and complete them on time
 - We give and receive open and honest feedback in a constructive manner
 - We use data to make decisions (whenever possible)
 - We strive to continually improve our meeting process and build time into each agenda for reflection