

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

**Tuesday 23 August 2016
11am-1pm**

Winchelsea Room, Surf Coast Shire Council

Present: John Olsen (Chair), Cr Heather Wellington, Caroline Maplesden, Manny Pimentel, Damian Waight (Surf Coast Shire), Kerri Deague (Surf Coast Shire)

Guests: Greg Leeson (Villamanta Legal Rights Service), Leah Kateiva (Rights, Information and Advocacy Centre)

Apologies: Rachael Shaw, Tina Gulino, Janet Brown, Richard Porter, Lucille Marks, Leone Mervin

tem No.	Issue Topic	Time	Points of Discussion Details/ Decision	Agreement / Action / Timeframe	Responsible
1	Welcome, introductions and acknowledgements	5	Due to the number of member apologies for this meeting a full quorum has not been achieved. No decisions or recommendations will be made at this meeting.	These minutes will be noted as final at next Council meeting after the Council election.	J Olsen
1.1	Minutes from previous meeting	2	Minutes from previous meeting on 28 June 2016	Submitted as final for Council meeting on 26 July 2016 Accepted: M Pimentel Seconded: C Maplesden 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	Council's Submission to State Disability Plan	5		Item carried forward to next meeting	D Waight

tem No.	Issue Topic	Time	Points of Discussion Details/ Decision	Agreement / Action / Timeframe	Responsible
2.2	Universal Access at Modewarre recreation and leisure space universal	15 11:20 – 11:35am	Nicky Angus (Recreation officer) provided a presentation highlighting the universal access features incorporated into the design of the play space.	K Deague will send the presentation to all members in the following week	K Deague
3	Actions from previous minutes				
3.1	Changing places	10	Share information on accessible changing place and public toilet facilities located throughout Victoria	Action: Members are to look at www.changingplaces.org.au	K Deague
4.	Information session on Advocacy issues	60	A presentation about advocacy issues for people with a disability in the Barwon Region	K Deague will send a summary report to members about the presentation contents	Greg Leeson and Reah Kateiva
5.	Next Meeting:	1	Due to Councillor elections taking place on October 22 we are seeking advice about the feasibility of a AAAC meeting going ahead on Tuesday 25 October. We will advise AAAC members accordingly via email.	K Deague will inform members	
Future meetings – Fourth Tuesday of every second month, unless otherwise stated. Time: 11:00am – 1:00pm,					
Dates for 2016 meetings:			23 February, 26 April, 28 June, 23 Aug, 25 October, 13 December (due to Christmas period)		
Ground rules for our Meeting			<ul style="list-style-type: none"> ▪ 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 		
<ul style="list-style-type: none"> ▪ 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 					