

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

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

Council Chambers, Surf Coast Shire

Present: John Olsen (Chair), Rachael Shaw, Cr Heather Wellington, Janet Brown, Caroline Maplesden, Max Kitchen, Lucille Marks, Manny Pimentel, Damian Waight (Surf Coast Shire), Kerri Deague (Surf Coast Shire)

Apologies: Leone Mervin, Richard Porter, Tina Gulino

Item No.	Issue Topic	Time	Points of Discussion Details/ Decision	Agreement / Action / Timeframe	Responsible
1	Welcome, introductions and acknowledgements	5			J Olsen
1.1	Minutes from previous meeting	2	Minutes from previous meeting on 8 December 2015	Noted as final at Council meeting on 28 January 2016 Accepted: C Maplesden Seconded: M Kitchen 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	Accessible and Inclusive Strategy 2014-24 second quarter report 2015/16	15	Summary report on progress of actions. The Access and Inclusion strategy is implemented across the whole of council units. Progress against plan actions will be shared with AAAC twice per year (second quarter and final	Action: Cr H Wellington to pursue if and how Council can revise its employment policies and practices towards affirmative action. This may be in the form of a notice motion at	Cr. H Wellington

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			quarter), and with council annually. The AAAC welcomed the progress report on the action plan. The committee believed the plan needs to be clearer in guiding Surf Coast Shire to develop an affirmative action employment policy.	a future council meeting. Moved: Cr H Wellington Seconded: C Maplesden Carried: All	
2.2	Access Officer Projects scheduled for 2016	10	Main projects identified – <ol style="list-style-type: none"> 1. Awareness of violence against women with a disability 2. Employment opportunities for people with a disability 3. Identification and promotion of best practice access and inclusion across community houses 4. Importance of access to built environment 	Action: K Deague to investigate what options exist to raise awareness men with a disability who have experienced violence	K Deague
2.3	Casuarina Program 2015 - All Abilities Leadership	10	Three minute film viewing regarding the program. The film is to be posted on Surf Coast Shire website as a youtube video and will have captions for deaf people to access the audio content		K Deague
2.3	2016 committee priorities	10	Priorities for 2016: Access to opportunities through NDIA, Advocacy, Addressing rural and social isolation, Participation in community life, Employment opportunities, Built environment / shared pathways	Action: Each priority/theme will be covered in future meetings and will have one hour dedicated to focussing on the topic. Relevant speakers will be invited to attend per topic	K Deague D Waight
2.4	Anglesea Surf Life Saving Club (SLSC) All Abilities program	5	Information about the program and promotion at Ocean Grove Surf Club.	Action: Janet will circulate information about the program to Ocean Grove and Anglesea Surf Clubs.	J Brown
2.5	All Aboard Information event	2	Distribute information about new community discussion meeting to promote inclusion in local community. Meeting to be held on Friday 4 March in Jan Juc.	Action: K Deague to forward invitation to all AAAC members on Wednesday 24 February	K Deague

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3	Actions from previous minutes				
3.1	Accessible and Inclusive Strategy 2014-24 – outstanding action item	2	A fact sheet has been developed internally called: “Access for all in design planning” This will be included in all relevant work procedures prior to construction or refurbishment		K Deague
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) in 2016	K Deague
3.3	Open Space Strategy access amendments	2	Open Space strategy with AAAC recommended amendments was adopted at Council meeting on 28 January.		
4.	Next Meeting:	1	Next meeting will take place on Tuesday 26 April at Council offices	Agenda items to K Deague by Tuesday 19 April	
Future meetings – Fourth Tuesday of every alternative 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 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 			<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 		