

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

**Tuesday 28 June 2016  
11am-1pm**

**Winchelsea Room, Surf Coast Shire Council**

**Present:** John Olsen (Chair), Cr Rose Hodge, Janet Brown, Caroline Maplesden, Manny Pimentel, Leone Mervin  
Damian Waight (Surf Coast Shire), Kerri Deague (Surf Coast Shire)

**Guests:** Susan Green (Project Manager – Surf Coast Shire Council)

**Apologies:** Rachael Shaw, Lucille Marks, Tina Gulino, Richard Porter

| tem No. | Issue Topic                                       | Time | Points of Discussion<br>Details/ Decision  | Agreement / Action /<br>Timeframe  | Responsible |
|---------|---|------|--|--|-------------|
| 1       | Welcome,<br>introductions and<br>acknowledgements | 5    |  |  | J Olsen     |
| 1.1     | Minutes from<br>previous meeting                  | 2    | Minutes from previous meeting on 26 April 2016   | Submitted as final for Council<br>meeting on 24 May 2016<br>Accepted: J Brown<br>Seconded: C Maplesden<br>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       | <b>New Business</b>                               |      |  |  |             |
| 2.1     | AAAC members<br>status                            | 4    | The AAAC has the capacity to include more members as per the terms of reference. It was agreed that adding new members if beneficial and should be pursued. Candidates who met the criteria in the last round of interviews will be invited back for interview. Council will also advertise via the media sources. | Action: Kerri and Damian are to determine the timeline for appointments and inform committee members                   | K Deague    |

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| 2.2     | Torquay North Children's Centre design update   | 15   | Progress on design includes a pledge from council that "everybody will be taken into account into the design stage of planning" Universal design features include An adult change table has been built into the universal design features.  |   | S Green               |
| 2.3     | Grass Tree Park Master Plan                     | 15   | Feedback sought from AAAC members about the design and included – access for all and connectivity to the natural environment, pathway width to enable wheelchair users to turn around at 180 degrees, consideration of signage to heighten awareness of cyclist users regarding pedestrian safety, gravel material on walking pathways to allow for wheelchair access (eg; compacted gravel). One way path to viewing platform included in the design was supported by the AAAC | Action: Susan Green from Program Management Office will attend the AAAC intermittently to provide updates on progress of design | S Green               |
| 2.3     | reThink disAbility campaign success             | 5    | The community campaign was highly commended at the 2016 Victorian Disability Awards on June 15. Category of award: Excellence in Human Rights and Advocacy. Kerri provided photos of the awards ceremony and showed the award to the AAAC.  | Action: A council celebration is to take place in the coming weeks and a groundswell article will appear in the next edition    | K Deague              |
| 2.4     | NDIA Special Disability Accommodation framework | 10   | An NDIA briefing took place at Council on June 7. J Olsen provided summary information. A new subgroup outside the AAAC will meet monthly to investigate accommodation options under the new NDIA framework. Subgroup members are: C Maplesden, J Brown, L Mervin, J Olsen  | Action: Kerri will send the NDIA Special Disability pricing index document to members of this sub group                         | J Olsen (lead member) |
| 2.5     | Victorian State Disability Plan 2017-20         | 5    | AAAC input into State Disability Plan – Invitation to provide feedback for July 6 submission to DHHS.   | Action: Kerri will send out draft submission to members and seek feedback for final submission on 6 July                        | K Deague              |

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| 2.6  | Access and inclusion Plan Year to date progress report: April 2016 | 10   | Summary of progress of actions for this quarter (January – March 2016)   | Action: Attach full report (April 2016) to minutes  | K Deague                 |
| 3  | <b>Actions from previous minutes</b>                               |      |  |   |                          |
| 3.1  | Pedestrian safety on paths under Foreshore Committee control       | 2    | K Deague has received information from GORCC regarding the criteria used to determine walking trail width and accessibility under GORCC control.   | Action: K Deague and C Maplesden will review information provided by GORCC and will report findings back to AAAC next meeting | K Deague and C Maplesden |
| 3.2  | 2016 committee priorities and themes                               | 10   | Meeting schedule and themes to be circulated and confirmed   | Action: Kerri will arrange panel of speakers for next meeting in August. Topic to be covered: Advocacy                        | K Deague                 |
| 3.3  | Changing places  | 10   | Share information on accessible changing place and public toilet facilities located throughout Victoria  | Action: Members are to look at <a href="http://www.changingplaces.org.au">www.changingplaces.org.au</a>                       | K Deague                 |
| 4.   | <b>Next Meeting:</b>   | 1    | Next meeting will take place on Tuesday 23 August at Council offices   | Agenda items to K Deague by Monday 15 August  |                          |
| <b>Future meetings – Fourth Tuesday of every second month, unless otherwise stated. Time: 11:00am – 1:00pm,</b>  |  |      |  |   |                          |
| <b>Dates for 2016 meetings:</b>  |  |      | <b><del>23 February, 26 April, 28 June, 23 Aug,</del><br/>25 October, 13 December (due to Christmas period)</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> |   |                          |