

**All Abilities Advisory Committee (AAAC)
Agenda
Tuesday 27 June 2017, 11am – 1pm
Surf Coast Shire Council, 1 Merrijig Drive Torquay**

Present : Cr Heather Wellington, John Olsen, Richard Porter, Caroline Maplesden (Chairperson), Manny Pimentel, Michael Chan, Damian Waight (Surf Coast Shire), Chris Pike (General Manager Culture and Community), Leone Mervin, Kerri Deague (Surf Coast Shire), Terrence Hoffman.

Apologies: Janet Brown, Tina Gulino, Cr Rose Hodge, Lucille Marks

No.	Issue Topic	Time (min)	Points of Discussion Details/ Decision	Agreement/ Action/Timeframe	Responsible
1.1	Welcome, introductions and acknowledgements	5	Welcome to new member of AAAC Michael Chan Congratulations to Caroline Maplesden on accepting Chairperson position following an online voting process amongst existing members of this committee		J Olsen
1.2	Minutes from previous minutes	2	Accepted by all	Submitted as final minutes at Council meeting on 23 May 2017 Accepted: R Porter Seconded: C Maplesden Carried: All	C Maplesden
1.3	Conflict of interest	2	Declaration of conflict of interest	Nil	C Maplesden
2	Business Arising				
2.1	Aireys Inlet precinct master plan input from AAAC	2	Input considered in developing the master plan. Master planning stage is complete. Input from community for detailed design will take place in the 2018-19.		K Deague

3.	New Business				
3.1	Changing Places funding available	10	Changing Places facility funding of up to \$100,000 is available from the Victorian Department of Health and Human Services. This funding round will fund 20 facilities across Victoria. Existing facilities in Victoria include Melbourne Zoo, MCG, Melbourne Aquatic Centre, SC Station, St Kilda SLSC, Geelong Library, Leisure Link (Waurin Ponds). Funding application is open until mid-October.	All AAAC members present agreed on Surf Coast Shire as a favourable destination to construct a Changing Place facility. Action: AAAC members are to inform K Deague if interested in scoping an application.	K Deague
3.2	Guest speaker from Aireys Inlet: Terrence Hoffman	20	Terrence is a local resident from Aireys Inlet and uses a wheelchair to access the community. He spoke about access barriers in the local community such as uneven walking trail surfaces, ungraded roads, entrance barriers at community garden and car parking spaces design	Action: K Deague will meet with Terrence on site at the locations where the barriers have been identified and recommend appropriate action to improve access.	K Deague
3.3	Council budget allocation for 2017-18 to improve access to facilities	10	A program of access improvements within existing Council facilities will commence after approval of the 2017/18 budget at tonight's Council meeting.		K Deague
4.	Farewell wishes for John Olsen	10	Committee members, Cr Wellington and Council officers acknowledged John's valuable contribution in the community over the past decade. John reflected on his time as chair of the committee highlighting many of the achievements and paid compliments to the officers in the rural access role in particular Kerri Deague.		All
5.	Lunch	45	Meeting attendees gathered to offer John farewell wishes on his retirement from the AAAC		All
6.	Next meeting	2	The next meeting will take place on Tuesday 29 August instead of Tuesday 22 August.	Action: K Deague will forward invitation to meeting for 29 August.	K Deague

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