

All Abilities Advisory Committee (AAAC) Minutes

Wednesday 26 April 2017, 11am-1pm
Surf Coast Shire Council, 1 Merrijig Drive, Torquay

Attendees: Cr Rose Hodge, Janet Brown, Richard Porter, Caroline Maplesden, Manny Pimentel, John Olsen (Chairperson), Virginia Morris (Acting Community Relations Manager: Surf Coast Shire), Kerri Deague (Surf Coast Shire)

Apologies: Cr Heather Wellington, Leone Mervin, Lucille Marks, Tina Gulino

Guests: Helen Cini and Kate Marshall (All Aboard DisABILITY services), Jacqui Pierce (Disability Consultant)

Item No.	Issue Topic	Time	Points of Discussion/ Details/ Decision	Agreement/Action/Timeframe	Responsible
1.1	Welcome, introductions and acknowledgements	5	Welcome to Virginia Morris acting Manager Community Relations		J Olsen
1.2	Minutes from previous meeting	2	Minutes from previous meeting on 28 February 2017	Submitted as final for Council meeting on 28 March 2017 Accepted: R Porter Seconded: C Maplesden Carried: All	J Olsen
1.3	Conflict of Interest	2	Declaration of conflict of interest	Nil	J Olsen
2.1	Business Arising				
2.2	Previous minutes item 2.5 – Aireys Inlet Master Plan	2	C Maplesden asked about the timelines for AAAC to have input into detailed design stage for the Aireys Inlet precinct.	Action: K Deague will inform members of the opportunity to have input into the detailed design stage for Aireys Inlet precinct	K Deague
2.3	Previous minutes item 2.7 AAAC membership vacancies	2	Two vacancies available. AAAC members recommended to fill one vacancy with a new community member; and to invite a youth and/or seniors resident with a disability from different townships to each meeting to provide information about access issues / suggestions in each township.	Action: K Deague will: -Invite Surf Coast township members with a disability as guests to attend next meeting. -Seek expression of interest from a person who had previously attended an interview and met criteria for joining AAAC -Update AAAC Terms of Reference to incorporate new arrangements with community guest speakers	K Deague
2.4	Site Tour - Adult Accessible Changing Place	5	Members of AAAC and Council officers from Program Management Office (PMO) visited an adult changing place at Waurm Ponds Leisure Link facility on 20 March 2017. City of Geelong (COG) have installed ceiling hoists and adult change tables at four community facilities in Geelong and	Action: K Deague to contact City of Geelong to explore changing places design options including costings and requirements to meet Australian changing places accreditation standards. Further information: http://changingplaces.org.au/	K Deague

			plan to install more adult change places to meet population requirements.		
3.1	New Business				
3.2	Guest speaker: Jacqui Pierce, Consultant and Case Management	20	Discussion on NDIA roll out in Barwon Region and emerging needs for local community inclusion.	Action: A summary of discussion will be sent to members with the meeting minutes	K Deague
3.3	Guest speakers: Kate Marshall and Helen Cini, All Aboard DisABILITY Services	20	Discussion on the establishment of All Aboard Community Services for people with all abilities in Torquay.	Action: A summary of discussion will be sent to members with the meeting minutes	K Deague
3.4	AAAC Chairperson – Expression of Interest process	5	Members are encouraged to submit an expression of interest email to Kerri by 10 May 2017. Members may self-nominate or recommend another individual for the role of Chairperson	Action: Expressions of interest for taking up Chairperson role are to be submitted to K Deague by 10 May 2017.	All
3.5	Council budget proposed funding for improvements to council buildings	5	With budget approval the following improvements will be made to create better access into and around the following Council facilities across the Shire: Accessible car parking, clear path of travel into each facility, doorway entrance and toilet access. Locations: Seniors Centre's, Community Houses, Men's of Shed, Globe Theatre and Torquay Library	Action: K Deague and J Chatterton will conduct site tours to Council facilities to determine priorities for access improvements	K Deague J Chatterton
3.6	Next meeting	2	Tuesday 27 June 2017		K Deague
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 					