

**All Abilities Advisory Committee  
MINUTES**

**Tuesday 28 February 2017  
Winchelsea Room, Surf Coast Shire Council**

**Present:** Richard Porter (Chairperson), Janet Brown, Lucille Marks, Kevin Kelton (Lucille's husband), Leone Mervin, Caroline Maplesden, Manny Pimmentel, Kerri Deague (Surf Coast Shire)

**Apologies:** John Olsen, Cr Heather Wellington, Tina Gulino, Damian Waight (Surf Coast Shire)

Item	Issue Topic	Time	Points of Discussion Details/ Decision	Agreement / Action / Timeframe	R/O
1.	<b>Welcome, introductions and acknowledgements</b>	5			R Porter
1.1	Minutes from previous meeting	2	Minutes from previous meeting on 13 December 2016	Submitted as final for Council meeting on January 24 Accepted: C Maplesden Seconded: R Porter Carried: All	R Porter
1.2	Conflict of Interest	2	Declaration of conflict of interest	Nil	R Porter
2.	<b>NEW BUSINESS/ BUSINESS ARISING</b>				
2.1	Lorne Stribling Reserve Master Plan update from Susan Green (Program	10	The Draft Master Plan has been finalised. Access for all has been a major component in the planning phase	Action: AAAC will be invited to provide feedback at the next stage of development	S Green

	Management Office)				
2.2	Input into new Council/ Health and Wellbeing Plan. Susan Green (Program Management Office)	15	AAAC members provided input into the People theme for the new plan. Priorities included: Managing infrastructure requirements with population growth, maintaining Surf Coast Shire local community characteristics, access for all, people with all abilities to be included in all population outcome planning		S Green
2.3	Council Workplace Diversity Commitment update from Leanne Perryman (Manager People and Culture)	10	Leanne forwarded a written update in lieu of attending the meeting. Progress towards creating employment opportunities for people with a disability has been productive and includes: Review of existing policies and planning reasonable adjustment policies, Job access training booked in for managers within council, disability awareness induction across council, four job advertisements have been sent to disability employment services since November 2016		K Deague
2.4	Access and Inclusion priority areas 2017 -2020	10	Kerri summarised the proposed actions for Council to focus on in 2017-20 under the Access and Inclusion Plan. The final action planning phase will take place in the next month	Action: The Access and Inclusion Strategy Action plan will be distributed to AAAC members	K Deague
2.5	Aireys Inlet precinct Master Plan	5	The Master Plan has been developed and the next phase of planning will commence after April. AAAC will be invited to have input at the detailed design stage for the precinct plan	Action: K Deague will invite R Wissing to receive input from AAAC at the next stage of design	K Deague
2.6	Accessible changing place site tour	5	A site tour to an accessible changing place facility in Geelong will be arranged in the next month, with the purpose of gaining understanding and knowledge to bring back to Surf Coast Council	Action: K Deague will invite AAAC members to attend site tour	K Deague
2.7	AAAC membership opportunities	5	John Olsen (Chairperson) has notified Council of his intention to depart AAAC after serving on the committee since 2009 John has been an outstanding representative and advocate for the rights and equality of people with a disability within	Agreement: All members agreed on a motion to seek expression of interest from previous AAAC unsuccessful candidates to	K Deague

			the region. Vacancies exist for two new members on the committee. Kerri proposed inviting and interviewing recent previous applicants who met criteria for joining the AAAC.	join the committee	
<b>3.</b>	<b>NEW BUSINESS</b>				
3.1	AAAC meeting to invite NDIA participants to next meeting	10	NDIA have been invited to the meeting in April to provide an update on outcomes in the Barwon Region. AAAC members recommended attendance from individual NDIA recipients. The purpose is to enable Council to identify opportunities for community capacity building in the Surf Coast Shire	Action: K Deague will invite two recipients of NDIA to the meeting in April.	
<b>4.</b>	<b>NEXT MEETING</b>		Wednesday 26 April (Due to Anzac Day on Tuesday April 25)		
<b>2017 meeting dates:</b> 28 February, 26 April, 28 June, 22 August, 24 October, 12 December					
<ul style="list-style-type: none"> <li>▪ Ground rules for our Meeting</li> <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>		