

**University of Melbourne Student Union**  
**Disability Action Plan (DAP) Working Group**

**Minutes**

**3:30 – 4:30pm 03.08.2016**

**Training Room 2, third floor  
Union House**

**Meeting 2**

Chair: Susan Hewitt, Manager Arts & Entertainment

**1 Welcome and introductions**

1.1 Apologies:

1.2 Attendance: Tyson Holloway-Clarke, Christian Tsoutsouvas, Jess Kapuscinski-Evans  
(via mobile phone), Stephanie DiBattista and Cassandra Prigg

1.3 Actions from minutes to report – Noted and for discussion throughout today's meeting agenda.

**2 Framework – review DRAFT Survey Questions**

**2.1 and 2.2**

Survey questions developed by Jess/Christian and Stephanie/Susan have been distributed to the Working Group for feedback. It was agreed the current set of questions and categories will identify for UMSU

- Training requirements
- Gaps in preparedness
- Create awareness
- Direct the common themes and objectives to inform the Plan

One survey to be developed and presented in 2 parts.

Part One - general questions about access with YES/NO/Comment boxes

Part Two - If you identify with having a disability please continue on.

These questions will be more specific in nature with YES/NO/Comment boxes.

**ACTION:** Tyson, Jess and Christian to work collectively in finalising the survey.  
Draft version to be distributed to the Working Group Monday 15<sup>th</sup> August.

**2.3 DAP to AAP – name change and rationale.** The working group discussed this variation at the first working group meeting. It was revisited for the benefit of Tyson and Cassie for further discussion. It was felt DAP had a limited approach in focussing specifically on physical disability. Access is more inclusive and positive terminology. It is the new way for organisations.

**ACTION:** The working Group agreed to move from DAP to AAP – Accessibility Action Plan

### **3 Timeline for survey and next steps**

#### **3.1 Requirements, distribution and data collection**

On-line survey – Google Chrome

Accessible surveys (font size) will be available online and as hard copies.

Excel spreadsheet of responses

Distribution will be as wide as possible and will include UMSU staff, OB's and the Disabilities on-line community.

Student Equity and Disability Support to assist with distribution.

**ACTION:** Jess and Christian with support from Communications and Marketing to get the survey up and running week commencing 22<sup>nd</sup> August.

Data Collection for a period of two weeks?

### **4 Other matters**

#### **Stephanie presented some example of DAP's for discussion**

The Working Group agreed that UMSU's AAP requires an overarching Policy Statement that will inform common themes, values and objectives

- Core business will determine direction of the plan
- Responsibilities clear and function to change the culture of the organisation – progressive values
- Communication Strategy
- Training and support to staff
- Implementation Plan
- Centralised accountability

Departments will consider the UMSU AAP and core set of principles when developing plans specific to programming requirements, benchmark and best practice in access.

### **5 Next Meeting Thursday 1<sup>st</sup> September @ 3.30**

### **6 Close: 4.30pm**

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**DAP Working Group:**

**Chair:** Susan Hewitt, Manager, Arts & Entertainment

Disabilities Officer(s);

President, UMSU;

1 representative from Student Council;

2 representatives elected by GM UMSU;