

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

**MINUTES**

**1:00 – 2:00pm 21.06.2016**

**OB's Meeting Space, first floor  
Union House**

**Meeting 1**

Chair: Susan Hewitt, Manager Arts & Entertainment

The following minutes are a collection of the working groups ideas formulated into some order with agreed actions

**1 Welcome and introductions**

1.1 Apologies: Tyson Holloway-Clarke and Cassandra Prigg

1.2 Attendance: Jess Evans, Christian Tsoutsouas and Stephanie DiBattista

**2 Framework – review next steps in Discussion Paper**

**2.1** To commence the process in the development of the DAP for UMSU it was agreed that an audit or review of current practices would assist to identify existing barriers to access and to find out what we are doing right and wrong.

Jess and Christian proposed an online survey to invite people to define their needs.

The contents of the survey to include the following broad areas

- Physical barriers
- Communication
- Attitude and
- Grievance Procedure

It is proposed that the feedback gathered will inform and direct the contents of the DAP.

Jess and Christian noted that the Disabilities student representation is a new department with a small community. Jess and Christian will liaise directly with this community with ongoing consultation.

Action: Jess and Christian to develop survey questions. The questions will be circulated to the Working Group for feedback. Communications and Marketing will assist with survey platform and distribution.

Timeline: end of semester break in readiness for commencement semester two. Survey opens for an initial two week period. Jess indicated this may need to be longer.

**2.2** The working group noted the importance of setting up a clear relationship between UMSU and Student Equity and Disability Support UoM for advice and support in the development of this plan.

The working group also needs to identify resources that are available and make connections with relevant organisations.

Action: Susan, Jess and Christian to commence this process for feedback next meeting

**2.3** The Working Group agreed that the development of content and writing the plan could be achieved by the group. This way the DAP will be a more meaningful document. Specific expertise can be brought in as needed.

Action: Stephanie to research and find a range of templates (as samples) that we could adopt as a starting point.

### **3 Proposed timeline**

3.1 The DAP working Group will meet on a monthly basis

Propose final draft to be completed by the end of 2016.

The DAP will be for a 3 year period initially

### **4 DAP inclusions and other matters**

- Training requirements to be identified
- DAP should be broad in content and to speak to the whole Organisation to guide departments and individuals.  
For example UHT who have already developed a draft DAP can refer more specifically to the needs relevant to services and programming within the department.
- The DAP to be a standing agenda item. This will assist with organisational awareness.
- It was also noted to ensure the DAP is manageable and achievable for the organisation.
- Department of Human Services is a very useful site
- UMSU has a membership with Arts Access

### **5 Next Meeting – Tuesday 19<sup>th</sup> July @ 1pm**

### **6 Close – 2:15pm**

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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;