



THE CITY OF GREATER GEELONG

HOW TO HOST A CONVERSATION

**ABOUT THE CITY OF GREATER
GEELONG'S 2024-28 ACCESS AND
INCLUSION ACTION PLAN**

WELCOME

Thank you for hosting a conversation to inform the City of Greater Geelong's new Access and Inclusion Action Plan 2024–28 (the Plan).

- The Plan will outline our actions to create a region that is more accessible, inclusive, welcoming and supports the full participation of people with disability.
- It's very important that we hear from people with disability, family, friends, carers and service providers, along with the broader community.
- Hosting a conversation is a way you can bring people together to share ideas about how we can make Greater Geelong a more inclusive and accessible place.
- You'll need 20-30 minutes to have a conversation and record your group's responses.
- These responses will be collected by the City and will help to shape the new Plan.

WHAT IS AN ACCESS AND INCLUSION ACTION PLAN?

Our Access and Inclusion Action Plan captures what we will do to:

- Ensure our services and facilities meet the needs of people with disability.
- Make the City of Greater Geelong more accessible and inclusive so that people with disability can fully participate in community life.
- Promote the rights of people with disability and the actions we will take to ensure people with disability are treated fairly and equally.
- You can read the existing *Access and Inclusion Action Plan 2018–22* by visiting [this website](#).

WHY HOST THIS CONVERSATION?

Our Access and Inclusion Action Plan captures what we will do to:

- Ensure our services and facilities meet the needs of people with disability.
- Make the City of Greater Geelong more accessible and inclusive so that people with disability can fully participate in community life.
- Promote the rights of people with disability and the actions we will take to ensure people with disability are treated fairly and equally.
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RECORDING YOUR CONVERSATION

On Paper

- Print off the Conversation Notes in this guide. Write down notes that capture your discussion.

Voice Record

- Use your smart phone or the recording function on a Zoom conversation (don't forget to ask permission from the people in your group).

Online

- Visit geelong.link/AIAP and type into the online form.

HOW TO HOST A CONVERSATION

PREPARE	PRESENT	DISCUSS
Read this guide to understand why you are hosting a conversation and how to do it. Schedule the conversation with your group. • It should take about 20-30 minutes. • You can add this discussion to your regular meeting agenda or schedule a specific meeting.	Present the information in this guide. You may want to send the link to the existing Access and Inclusion Action Plan to your group prior to the session. • Allow 5-10 minutes.	Discuss the six key questions • Record your conversation by one of the methods outlined in this guide • Allow 15-20 minutes • Submit your response.

HOSTING TIPS AND TRICKS

- Be sure to tell those you are meeting with how you will be recording the conversations and seek their permission to do so.
- Offer to take notes or identify someone else as a note taker. This will make sure you don't lose any valuable information.
- Notice who is contributing and who hasn't said much - make space for those who haven't had a chance to speak.
- If someone asks a question you can't answer, offer to write it down and submit it as part of your response.
- If the conversation gets stuck, ask some open-ended questions to prompt further discussion. For example:

WHAT DO I SAY TO START?

"Hello! My name is _____.

The City of Greater Geelong is making a new Access and Inclusion Action Plan for 2024-2028 to improve access and inclusion for people with disability.

The City wants to hear ideas from the community about what is important to them.

For the next month, the City is encouraging people to have a conversation with a friend, sibling, parent, neighbour, colleague or groups of people to discuss how we can make the Greater Geelong region more accessible and inclusive for people with disability. This is what I'm doing with you today!

The views you share today will be provided to the City and Max Hardy Consulting to help develop the new Plan and ensure the City is building on the things that are working well and focusing on areas that need improvement.

The more voices we can bring into this conversation the better our region will be. We do not need to record any personal information or data; I can leave out anything you do not wish me to record."



CONVERSATION QUESTIONS

What is the name of your group? (or brief description)

How many people are present for this discussion? Optional: Include names of those present

Which of the following best describes your group? Please tick all that apply.

- ☐ People with disability
- ☐ Carers or family members of a person with disability
- ☐ People who work or volunteer in the disability sector
- ☐ Other (please specify) _____

Do you think Greater Geelong is more accessible now than how it was 5 years ago? Please tick the relevant box.

Yes	No	Unsure

Why did you choose this response?

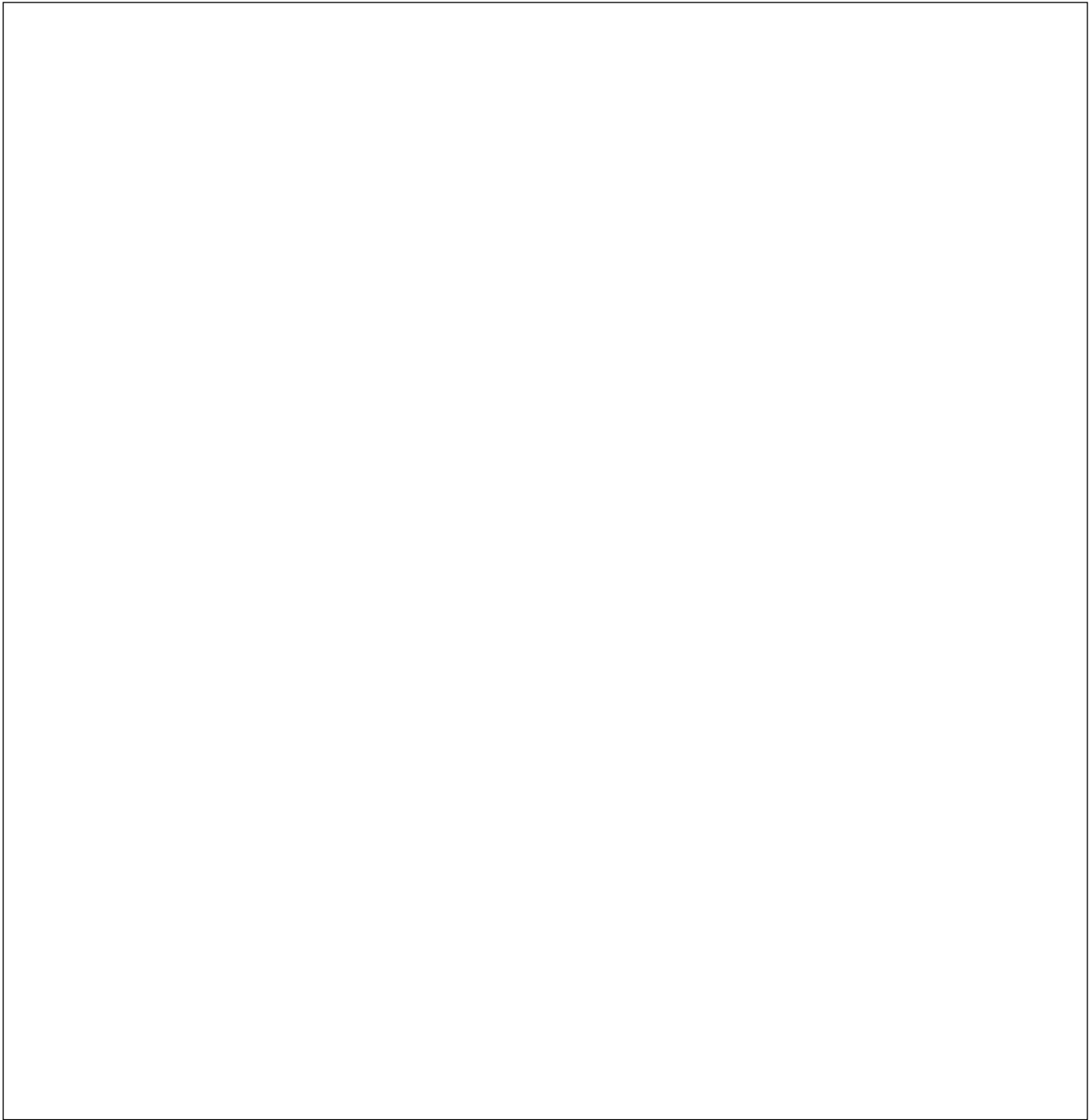
What is the most important thing that we could do to make Greater Geelong more accessible and inclusive for people with disability?

How can we make City of Greater Geelong (Council) services and facilities more accessible for people with disability?

What can be done to increase employment opportunities for people with disability across Greater Geelong?

What can be improved to enable people with disability to fully participate in community life across Greater Geelong?

What can we do to make sure people with disability are treated fairly and equally in Greater Geelong?

A large, empty rectangular box with a thin black border, intended for a user to write their response to the question above it.

SUBMITTING YOUR CONVERSATION

Thank you for taking the time to host this conversation

Submit your conversation by:

- **Email:** ccadmin@geelongcity.vic.gov.au
- **Post:**
Community Inclusion Unit
City of Greater Geelong
PO Box 104
Geelong VIC 3220
- **Upload:**
Visit the Have Your Say Page at geelong.link/AIAP (Host a Conversation Section)

Submit conversation by Tuesday 5 September.

If you need further support, please contact:

Jacqueline Bell on 0422 718 686 or

jacqueline.bell@geelongcity.vic.gov.au

FAQ'S

What is an Access and Inclusion Action Plan?

Our Access and Inclusion Action Plan outlines what we will do to ensure our services and facilities meet the diverse needs of people with disability. The Plan will help us to make the City of Greater Geelong more accessible and inclusive so that people with disability can fully participate in community life. It will also outline how we will promote the rights of people with disability and the actions we will take to ensure people with disability are treated fairly and equally.

What are the main areas of focus for the Plan?

- *Access* - reducing barriers to people with a disability accessing services and facilities.
- *Employment* - reducing barriers to people with a disability becoming and staying employed.
- *Inclusion* - promoting community inclusion and participation of people with a disability.
- *Inclusive Attitudes* - creating changes in attitudes and practices which discriminate against people with a disability.

Who is meant to benefit from an Access and Inclusion Action Plan?

The Plan promotes disability rights, ensuring people with disability are treated fairly and equally (addressing discrimination) and improving access and inclusion for people with disability to support full participation in community life.

How can I contribute to the Plan?

All the details of how you can contribute to the Plan are on our 'Have Your Say' page geelong.link/AIAP. From this page you can:

- Complete an online survey or have a hard copy emailed to you
- Find out how to *Host A Conversation*
- Register to come to one of three community meetings (online and in-person meetings available)

What happens after the City hears from the community?

The information gathered from the community will be analysed and used to develop a draft Access and Inclusion Action Plan 2024-28. This draft Plan will go to Council and, if deemed ready, will be put on public exhibition for an 8-week period to gather final feedback from the community.

This public exhibition period is likely to be over summer 2023-24.

CITY OF GREATER GEELONG

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