



**University of Melbourne Student Union  
Meeting of the Disabilities Committee  
Agenda  
(Tuesday, 22nd of October 2024 @ 3pm AEDT)  
Meeting 8(24)**

**Location: Zoom / Disabilities Office (Room 304, Building 168)**

<https://unimelb.zoom.us/j/88484054099?pwd=s2GBfDiAthtg2F1mH6lCMs2Uv14KHR.1>

**Password: OWLFIE**

**Meeting opened at 3.08pm**

**1. Procedural Matters**

**1.1. Election of Chair**

Motion 1: That Della be elected as chair.

**1.2. Acknowledgement of Indigenous Custodians**

**1.3. Attendance**

Morgan, Della, Madeleine, Eleanore and Matt

**1.4. Apologies**

Victoria

**1.5. Proxies**

**1.6. Membership**

**1.7. Adoption of Agenda**

Motion 2: That the agenda be adopted as presented.

**Moved:** Eleanore

**Second:** Matt

PWD

**2. Confirmation of Previous Minutes**

**2.1. Minutes 7(24)**

Motion 3: That the previous minutes be confirmed as true and accurate records of Meeting 7(24) and Meeting 6(24).

**Moved:** Madeleine

**Second:** Matt

PWD

**3. Conflicts of Interest Declaration**

No conflicts to report

#### 4. Matters Arising from the Minutes

##### 4.1. Improving the Disabilities Lounge – restock and cleaning services (revisited)

**4.1.1.** We are looking to place another Coles order soon, given the success of the first one. The number of people in the space seems to be on an upswing, and as we head into SWOTVAC and the exam period we think it's important to make sure people remember to eat when studying for long periods of time etc.

We have gotten positive feedback from people in the space that the food, drinks and other supplies are a good addition and requests that we continue this.

We have added a casual shopping list to the space, and will try to accommodate people's suggestions if practical.

The next steps would be to try and replace/add to the other things in the lounge, such as microwave, toaster etc.

Morgan has been following up with contacts to try and get better deals on these, but with time in mind we may just grab some quotes for individual items to bring to this meeting and approve them as we get the ball rolling. Given circumstances, time and budget position the priority is probably just getting things ASAP.

**4.1.2.** Laundry is a big concern, we're hoping to figure out the best way to go about getting the space cleaned, as well as doing laundry for things like couch coverings and blankets. This is a fairly big logistical effort though.

*(repeated from last meeting)*

***\*We have previously approved the allocation of \$500 in the "General" "Repairs and Maintenance" under account number 03-60-675-3801 for the cleaning and rearranging of the Lounge [Meeting 4(24)]***

**Morgan has begun making enquiries into actioning this and obtaining more details for quotes.**

**4.1.3.** In addition to the previous list of things we would like to get for the space (we won't be able to make it though all of them but see previous minutes for the full list).

- The university has a Furniture and Equipment Reuse Service that provides free furniture. Della is looking into getting a bookshelf for the space so we can display some of our books rather than keeping them in the cupboard. But if anyone else has suggestions for furniture please let me know and I'll have a look for you (staff access only).

**4.1.4.** To start making purchases for items that remain assets in the space we have to decide from the available options and quotes for comparison.

**4.1.4.1. Camera/Printer:**

*For the camera/photo printer for disabilities lounge:*

On deciding which to purchase or if we go for both to cover a range of use cases:

- The instax mini link 2 printer provides more options to also record videos and put them in QR codes etc, but requires people to use their own smartphones to connect.

- DigiDirect: \$178

[https://www.digidirect.com.au/fujifilm-instax-mini-link-3-printer-clay-white?queryID=7661908c794242b4b24c5187146eeef1&objectID=379101&indexName=magento2\\_digi\\_store\\_view\\_au\\_products](https://www.digidirect.com.au/fujifilm-instax-mini-link-3-printer-clay-white?queryID=7661908c794242b4b24c5187146eeef1&objectID=379101&indexName=magento2_digi_store_view_au_products)

- JB HiFi: **\$179.00**

<https://www.jbhifi.com.au/products/fujifilm-instax-mini-link-3-clay-white>

- Officeworks: **\$179.00**

[https://www.officeworks.com.au/shop/officeworks/p/instax-mini-link-3-pinter-clay-white-fu86351?istCompanyId=0403b0ba-0671-498f-aeb7-e2ff71b61924&istFeedId=00ff5695-1f12-4ff3-82f4-49dd39a43a69&istItemId=mawmxxwqi&istBid=t&cm\\_mmc=Google:SEM:Always on:RP%7CTechnology%7CCameras+%26+Drones%7CGeneral%7C%7C%7CSH%7CPMAX%7C&s\\_kwcid=AL!12073!3!!!x!!&gad\\_source=1&gbraid=0AAAAAD1FgQbJeDFEN\\_KbEX3pANOnMj8kh&gclid=Cj0KCQjw99e4BhDiARIsAISE7P9996BTnm8UZeSZOL6-k\\_EvYrK6H57p7RteV2X3UloSpvofEKkbLowaApG5EALw\\_wcB&gclsrc=aw.ds](https://www.officeworks.com.au/shop/officeworks/p/instax-mini-link-3-pinter-clay-white-fu86351?istCompanyId=0403b0ba-0671-498f-aeb7-e2ff71b61924&istFeedId=00ff5695-1f12-4ff3-82f4-49dd39a43a69&istItemId=mawmxxwqi&istBid=t&cm_mmc=Google:SEM:Always on:RP%7CTechnology%7CCameras+%26+Drones%7CGeneral%7C%7C%7CSH%7CPMAX%7C&s_kwcid=AL!12073!3!!!x!!&gad_source=1&gbraid=0AAAAAD1FgQbJeDFEN_KbEX3pANOnMj8kh&gclid=Cj0KCQjw99e4BhDiARIsAISE7P9996BTnm8UZeSZOL6-k_EvYrK6H57p7RteV2X3UloSpvofEKkbLowaApG5EALw_wcB&gclsrc=aw.ds)

**4.1.4.2. Film:** 60 pack (purchase 4?)

**Digidirect:** \$58

[https://www.digidirect.com.au/fujifilm-instax-mini-film-60-pack?queryID=392941b41d6ab0677767b9fba327d90d&objectID=39328&indexName=magento2\\_digi\\_store\\_view\\_au\\_products](https://www.digidirect.com.au/fujifilm-instax-mini-film-60-pack?queryID=392941b41d6ab0677767b9fba327d90d&objectID=39328&indexName=magento2_digi_store_view_au_products)

**JB HiFi:** \$69

[https://www.jbhifi.com.au/products/fujifilm-instax-mini-film-60-pack?store=62&gad\\_source=1&gclid=Cj0KCQjw99e4BhDiARIsAISE7P\\_rGjgariwdO44U2mCKyT8tIWocKljPP\\_VP7a2N99so-e8swXLFNOoaApKYEALw\\_wcB](https://www.jbhifi.com.au/products/fujifilm-instax-mini-film-60-pack?store=62&gad_source=1&gclid=Cj0KCQjw99e4BhDiARIsAISE7P_rGjgariwdO44U2mCKyT8tIWocKljPP_VP7a2N99so-e8swXLFNOoaApKYEALw_wcB)

**Big W:** \$65

[https://www.bigw.com.au/product/fujifilm-instax-mini-film-60-pack/p/74309?store=383&gad\\_source=1&gclid=Cj0KCQjw99e4BhDiARIsAI](https://www.bigw.com.au/product/fujifilm-instax-mini-film-60-pack/p/74309?store=383&gad_source=1&gclid=Cj0KCQjw99e4BhDiARIsAI)

[SE7P8fJp818Z20 rXHe5YarndiurmoMOBZARcUhWINv-sV0zG1MdCd33kaAu53EALw wcb&gclsrc=aw.ds](https://www.digidirect.com.au/fujifilm-instax-mini-12-pastel-blue)

#### **4.1.4.3. Instax Mini 12**

The Instax mini 12 (polaroid style camera) is more straight forward and has less barriers to use, with fewer creative options.

DigiDirect: \$99

<https://www.digidirect.com.au/fujifilm-instax-mini-12-pastel-blue>

Big W: \$109

<https://www.bigw.com.au/product/fujifilm-instax-mini-12-instant-camera-clay-white/p/287853>

JB Hifi:

\$119 (but pricematch) <https://www.jbhifi.com.au/products/fujifilm-instax-mini12-instant-camera-blossom-pink>

#### **4.1.4.4. Hot Water Bottles:**

The one we think works best doesn't have distributors, so we can't compare like-for-like quotes.

Ailia Bottles

\*\* (10% off first purchase)

3x Pack: \$462.00 AUD

<https://ailiabottle.com/products/trio-bundle-ailia-electric-hot-water-bottle-body-strap>

(Pouches may be useful to keep them in for general pain/sensory use)

Pouches: \$17.95 each (x3)

[https://ailiabottle.com/products/bottle-pouch?pr\\_prod\\_strat=pinned&pr\\_rec\\_id=2c303d4c5&pr\\_rec\\_pid=11012985389374&pr\\_ref\\_pid=11014037406014&pr\\_seq=uniform](https://ailiabottle.com/products/bottle-pouch?pr_prod_strat=pinned&pr_rec_id=2c303d4c5&pr_rec_pid=11012985389374&pr_ref_pid=11014037406014&pr_seq=uniform)

Alternatives for consideration in lieu of quotes:

Stoov: \$169 each

[https://stoov.com.au/products/homey-velvet-pepper-pink?\\_gl=1\\*6c6h19\\*\\_up\\*MQ..&gclid=Cj0KCQjw99e4BhDiARIsAISE7P\\_ZfppFJvzOu2Zewl9Ls4sAm9JfK1ssyMo0jbalnDDsmlQGOYX2UW0aAilWEALw\\_wcB](https://stoov.com.au/products/homey-velvet-pepper-pink?_gl=1*6c6h19*_up*MQ..&gclid=Cj0KCQjw99e4BhDiARIsAISE7P_ZfppFJvzOu2Zewl9Ls4sAm9JfK1ssyMo0jbalnDDsmlQGOYX2UW0aAilWEALw_wcB)

HotPod (only other real option known of for electric hot water bottle alternative, however anecdotal experience has been that they don't heat up well and have been unreliable/prone to faults which feels represented in the price difference): **\$32.99** from Chemist Warehouse

<https://www.chemistwarehouse.com.au/buy/83204/hotpod-electric-heat-pack>

## **4.2. Other Programs**

**4.2.1.** Della has organized and begun implementing a collaboration with the Rowden White Library regarding a co-collection for our Disabilities Lounge books. The stock that we do have has been inventoried, sorted, and the library has begun covering the books and putting them into the system. They will be kept as part of a special rotating collection, with some remaining in the space and some at the Rowdy. This is to maximize the use of the books, as almost all of them have remained untouched in the cupboard for quite some time. Covering them will also help them last longer and remain in better condition. We also have very cute Rowdy x Disabilities stickers for the books.

## **4.3. Reallocation of Project Expenses due to external factors, and budget update**

**4.3.1.** Southbank collab collective invoice from the 9 September, 2024 arrived through to the email, requiring us to approve funds of \$246.20 for Lunch catering on 9th September 2024 at Betwixt Café & Bar. Proposal to reallocate this, and approve it, from the surplus funds in the programs (03-60-675-3839 “Programs” – tag “Collectives”)

**4.3.2.** As we aren’t running the planned events (including the allocated budget for already missed events from Semester 2 orientation) due to time constraints and capacity, we should move those funds for the year to fund the support packs for students. There is (7,851.27) remaining for the year in the events line, with \$7000 across the General and Orientation budgets that should be moved.

## **4.4. Collectives**

We have run collectives for the last three weeks of the semester, to significant degrees of success. For week 11, the queer lunch (which occurs at the same time) was cancelled, and so we ended up “adopting some strays” for some of our collective, which was an interesting experiment. We did have some struggles with getting deliveries sorted out, and I would like to personally thank Morgan for all their effort in making that happen.

\$468.00 was spent for collective. It’s worth noting that due to orders being cancelled by delivery providers, when Morgan coordinated a solution to have the already prepared order delivered by the business – they did not charge, and have subsequently and incredibly generously refused payment when it was followed up on to ensure compensation. So the payment expected to be used for one collective, ended up covering us for two.

Handover gaps have meant that the agreed costs and dates for Southbank

collectives were unclear. We should pass some funds from surplus to cover this, but it's also good to note that we have approved enough for anything else that pops up and ensure all invoices can be paid promptly.

#### **4.5. Potential New Program**

We're still hoping to get some exam survival kits together.

Initially we can start making the purchases for loop earplugs they are not sold by 3<sup>rd</sup> party businesses where negotiation would be beneficial and would be widely useful. Heat packs might be an easy starter too as we intend to purchase some for the lounge, which will be an order we can combine for efficiency.

Follow ups on quotes for other items are taking longer to receive responses to than hoped. Discussion around making choices to fit in with the limited time frame that do the best given the circumstances to meet broad needs?

There has also been a suggestion for us to put up a QR code in the space that links to a google form so that people can give anonymous feedback or requests etc. The potential benefit of doing this is that if we want to gather data about what people's needs or experiences are in order to justify spending on something like Exam Survival Kits, then this could be an excellent avenue to do this. Additionally, this is something we can hand over to next year's OBs so they can use it to guide some of their planning decisions. Obviously, we can't guarantee that, but still good to do.

### **5. Correspondence**

The backlog of correspondence is quite extensive, so apologies for not being able to report back on everything.

**5.1.** Readings gift cards have been paid.

**5.2.** We were invited to the SEDS review meeting, which went over the findings of the report and where things go from here.

- Notes: There was so much to cover discussed in this meeting.

**5.3.** Update on the Speaking From Experience Project.

The deadline for submissions had unfortunately passed for this. A small personal extension was offered to Morgan as an aside, however with short notice and with external factors and subject matter it wasn't possible to do this justice. It's a big disappointment, and an important reason for a solution to be found to cover circumstances if ever there is a situation in the future where the OB email is effectively unattended.

- 5.4. The events team reached out to us to see if we had anything planned for Stress Less Week/Mental Health Month. We informed them about the OB changeover and that we unfortunately haven't had the time for events. They did say to reach out if we need anything or want to do any collaborations though.
- 5.5. Unfortunately, we were unable to find a judge for the Below Earth anthology, despite attempts to ask around.
- 5.6. The disability department of transport reached out for feedback etc. The document sent through by them has been attached to this email.

Instructions from email were as follows:

"We invite you to provide feedback at the end of each chapter, including:

- 1. which case examples strike the right balance of being inspiring, but feasible
- 2. which other case examples do you want us to consider (we encourage you to propose your own examples, as Australian examples and best practices are preferred)
- 3. any other feedback you may have."

- 5.7. Students had reached out about building 168 inaccessibility due to one lift being out of order. Management had agreed the impact of this was a lot and tried to have it delayed, but the project manager returned to say that the project was proceeding and it would be monitored whether wait times exceeded 60seconds (as it was raised that this is a long time for students with accessibility issues to stand and wait)

Morgan replied with examples of this being the case, as with only one lift often it is too full for a few trips before it can be used. Also offering that this is even more true for those using mobility aids or wheelchairs, and squeezing into a packed lift could be a risk for those need to self-stabilize by being close to the wall etc. It was also brought up that the alternative access point (using the lifts in Arts and Cultural and then the bridge across to level 3) was often inaccessible as tables keep being moved in front of the doors. Morgan has been repeatedly raising this both as an accessibility issue to the building and the office, but as a fire safety and compliance hazard for those with accessibility issues. Acknowledged and thanked for feedback but no further information at present. Request for examples of wait times longer than 60 seconds is still open so please let us know and we can keep forwarding these examples.

## 6. Office Bearer Reports



**Morgan:** Hey!

Quick one from me! We have been plodding along with the organizational stuff, and chasing delivery drivers from across the country, from the middle of nowhere, and from hospital waiting rooms. It's been a huge few weeks but I'm proud of the little wins we have had despite tricky circumstances. It can be lost on us all I think sometimes how hard we work to 'figure things out', and there have been a few times recently where it was brought back to attention that in most circles small inconveniences create big disruptions. Has reminded me how resilient and resourceful our community always is that this feels so obvious and normal. And it's a good reminder of the strength in that (but also to, hey, maybe let yourself rest sometimes – everyone else does)

Dishearteningly there have been a lot of projects that would have benefited from presence throughout the year from our department that have needed acknowledgement and attending to, but we haven't obviously had the access at the right times to do all that we would have wanted. So there's still a lot of admin happening to ensure good comms remain into the future despite not being able to report much as far as progress.

Vibe seems to be that personally we will be making more progress on a lot of these things after the term has ended, but it's good to be back in the conversation. Lots that was raised at the last meeting is still in progress, will report back asap.

**Della:** Hey everyone, first of all congratulations on getting through classes for the semester, and hopefully final assignments and exams aren't too painful. Morgan and I have both had very significant, time-consuming things happen in our personal lives recently, so it's been a bit of a juggling act to keep things happening. I think we've done pretty well considering the circumstances though.

Keeping in mind that we only have about six weeks left of our time in office, there's obviously going to be a limit on what we can get done. However, I think both of us are really committed to making things happen as much as we can. I'm really happy that we've been able to make collectives happen, and also that people showed up this late into the semester.

It's also been really good to get things moving with the Rowdy collaboration, which is kind of my baby at the moment. Owlfiel and Hypno-Cat are adorable together. If there are any specific books that you guys would like to be kept in the space do let me know, but all of them will still be freely accessible, even if they're in the library space.

Lastly, I would just like to speak a little bit about the impact of this year on all of us. (Will elaborate in person, want to speak to it at the time, not write a prepared script).

\*Additional notes on discussion that followed have been made and will be provided and approved in a further iteration, or in department documentation.

**Motion 4: To accept the Office Bearer Reports.**

**MOVED: Madeleine**

**SECONDED: Matt**

**PWD**

**7. Motions on Notice**

**7.1. Food for weekly collectives**

Motion 5: Move \$246.20 for Lunch catering on 9th September 2024 at Betwixt Café & Bar for Southbank collab collective (invoice from the 9 September, 2024) from the surplus funds represented in the P&L in the programs line 03-60-675-3839 "Programs" – tag "Collectives"

**7.2. Stocking the Disabilities Lounge**

Motion 6:

Approve purchase of camera AND printer and film for the disabilities lounge, from jb hifi for (\$119 for Instax Mini 12 camera, \$179 for Instax Mini Link 3 printer, \$276 for 4 x 60 Packs of Film at \$69ea. – Totalling \$574 + any postage or collection costs) from "General" under account number 03-60-675-3352 "Consumables & Supplies"

\*Note, max purchase of 2x film packs per order so 2 orders will need to be placed

Motion 7:

Approve purchase of 3 electric hot water bottles and covers from Ailia for: **\$515.85 (or \$464.26 total with 10% discount)** from "General" under account number 03-60-675-3352 "Consumables & Supplies"

**7.3. Reallocation of Event funds:**

Motion 8: Move \$7000 total from events budget line 03-60-675-3840 "Events" in both tags "General" (\$4000) and "Orientation" (\$3000) to budget line 03-60-675-3839 "Programs" under account 03-60-675-3839, within tag "General" to add to the budget for student support kits discussed in previous meeting.

**8. Other Business (Motions without Notice)**

**Procedural Motion 8:** To pass Motions 5-8 in Items 7.1, 7.2 and 7.3 en bloc.

**MOVED: Eleanore**

**SECONDED: Matt**

**PWD**

**9. Next Meeting**

TBC (likely 5 Nov)

**10. Close 4:11pm**