Inclusive Ballarat
Conversation Kit

Inclusion for all people

CITY OF
BALLARAT

What is Inclusive Ballarat?

The City of Ballarat (Council) is developing a range of new plans designed to create an inclusive organisation and city. We need you to share your ideas and experiences to help us develop these plans. The community engagement process is called Inclusive Ballarat.

We are gathering community input through several different tools including:

- surveys
- community conversations
- mapping of spaces and places that make everyone feel welcome

We have a website where you can find out more information: https://mysay.ballarat.vic.gov.au/inclusive-ballarat

Inclusion means that everyone has the opportunities, resources and capabilities to learn, work, have a voice and participate fully in life

This Inclusive Community Conversation Kit is designed to be used by community members to host your own conversations. These conversations can be held with anyone in the community: family members, friends, teams, clubs, community groups, and service providers.

Anyone can host or participate in a conversation. You might speak with just one other person, or you may have a meeting with your whole club or group to discuss inclusion.

At the end of this Kit you will find some information about the diversity of the people who live in Ballarat.

How do I host an Inclusive Community Conversation?

You can have this conversation with any number of people in any setting. The recommended size is from 2 to 15 people to ensure everyone has a chance to contribute.

There are five questions. You can type your answers directly into the form from your phone, computer or tablet. If you are having multiple conversations, please fill in a form for each conversation.

Please note that all responses **must be received by Sunday 8 May 2022** to be included in the data analysis for the Inclusive Ballarat process.

To conduct a Community Conversation, you will need:

1. A volunteer **host** who will invite people to participate and will facilitate the conversation
2. A volunteer **scribe** who will take notes on the key points made in the conversation
3. A **location** where all conversation members can participate equally, safely and comfortably (this can be in-person or online).

Your role as host and facilitator

As a host and facilitator of conversations, you will be responsible for:

- Asking friends, family, or other community members to participate
- Setting the time and place to meet
- Sharing the background information with those you are meeting (page 7)
- Setting the scene by defining Council's role in improving inclusion
- Asking the key questions
- Keeping the conversation on track and to time

Your role as scribe

As a scribe of conversations, you will be responsible for:

- Recording the main points of the conversation
- Checking in with the people you are meeting with that you have summarised it correctly
- Submitting the main points on the Inclusive Community Conversations form here.
- If you prefer, you can also write your answers on paper and post them. Please make sure they reach Council by Sunday 8 May:
  Community Engagement
  City of Ballarat
  Wadawurrung Country
  PO Box 655
  Ballarat VIC 3353

Helpful tips for group conversations

- **Appropriate location.** Pick a location (in-person or online) where your participants feel comfortable to share their views and where there is limited background noise. For example, while a busy café might seem like a good choice, it is not very private, and it may be difficult to hear one another.
- **Appropriate materials.** Consider who is at your conversation and if you might want to use some materials to make the conversation accessible e.g. whiteboard, notepads.
- **Equal voices.** Encourage everyone to have a say and avoid having one person dominate the conversation. Sometimes a time limit on responses can be helpful to avoid the conversation being dominated by one person or one issue.
- **Diverse views.** People don't need to agree. You can note down multiple viewpoints.
- **Privacy.** Some people will feel more comfortable if they know that what they say is private. Assure them that no comments can be attributed to any one person and agree that the people present at the conversation won't share it with anyone else.
- **Time limits.** Allocate a certain amount of time for each question to make sure you don't go over time.
- **Ask for clarification**. If you don't understand what someone is trying to say, ask some prompting questions like 'Can you explain that to me again?'
- **Self-awareness**. Sometimes our own views can shape how we hear other people's ideas. Be aware of how your views might be influencing how you are understanding other ideas.

Who can I contact if I need more information or have a question?

Email the Community Engagement Team at Ballarat City Council: Communityengagement@ballarat.vic.gov.au

Call (03) 5320 5500 and ask to speak to the Community Engagement Team.

Visit the Inclusive Ballarat MySay page: https://mysay.ballarat.vic.gov.au/inclusive-ballarat

Your community conversation

1. Setting the Scene: Council's Role

Before asking your questions, the conversation host needs to set the scene by highlighting the role that Council can play in promoting inclusion. This will help to direct the conversation to areas the Council can improve on.

Council can play a range of roles in the community including:

- **Provider:** Council leads and directly delivers projects, programs and over 80 services. Services include kindergarten, ageing well services, waste services, animal management, planning services, immunisations and youth services. They provide community buildings and recreation and sporting facilities. Council also provides public spaces such as parks, squares, footpaths and many roads.
- **Partner:** Council participates in projects, initiatives, programs and other work led by others.
- **Facilitator:** Council supports the delivery of projects, initiatives, programs and other work by bringing interested parties together.
- **Leader, advocate and champion:** Council seeks to role-model positive leadership and influence decision-makers to respond to community interests and needs.
- **Employer:** Council employs a large team of staff to support delivery of its roles and functions.
- **Customer:** Council purchases in services from contractors to deliver some services, projects and initiatives.
- **Planner and law maker:** Council makes plans for the city and local laws

There are three different levels of government in Australia. Some things are not in the jurisdiction of local government such as:

- Major roads
- Hospitals and health services
- Schools and universities
- Public transport
- Immigration
- Police and courts
- Public and social housing
- Centrelink and income support

Council's role in addressing local issues in these areas is to advocate to decision-makers.

Question 1
What does inclusion mean to you?

Question 2

What are some important considerations to make sure that all people feel safe, welcome and comfortable in public spaces in Ballarat? Some examples of places to consider include community facilities and buildings, parks, sports and recreation facilities and public events.

Question 3
What are some important considerations to make sure that all people feel safe, welcome and comfortable accessing services in Ballarat? Some examples of services to consider include early learning services, health services, ageing well services and youth services.

Question 4
What are some of the important considerations to make sure that all people feel safe, welcome and comfortable in other settings in Ballarat?

Question 5
Do you have any other ideas or comments about important considerations to ensure that people from all backgrounds can connect with one another?

Conversation Demographics
Tell us a little about who took part in this conversation.

a) How would you describe the identity of the group? It might be a family unit, a group with a common interest or a common characteristic (such as age, cultural group), or the type of group or club (such as sporting club or Probus group).

b) How many people took part?

c) What were their genders? Select the appropriate box, and note how many were in that group)?

☐ Woman   Number of women:
☐ Man   Number of men:
☐ Non-binary   Number of non-binary individuals:
☐ Self-described (please specify)   Number of people choosing to self-describe:
_____
☐ Prefer not to say

d) What are their ages (select the appropriate age, and note how many were in that age group)?
☐ 5-11 years   Number of people aged 5-11 years:
☐ 12-17 years   Number of people aged 12-17 years:
☐ 18-24 years   Number of people aged 18-24 years:
☐ 25-34 years   Number of people aged 25-34 years:
☐ 35-49 years   Number of people aged 35-49 years:
☐ 50-59 years   Number of people aged 50-59 years:
☐ 60-69 years   Number of people aged 60-69 years:
☐ 70-84 years   Number of people aged 70-84 years:
☐ 85+ years   Number of people aged 85 years+:

d) Where do they live? Note the suburb how many participants live in that suburb.

e) Please note down the email addresses of anyone who would like to be updated with the progress of the Inclusive Ballarat process. These details will be stored confidentially and will not be associated with the conversation notes. We will be updating people and sharing our report with everyone who provides their email addresses.

Diversity in Ballarat!

Almost 10% of the Ballarat population identify as LGBTIQA+ compared with 5.7% Victorian average.[1] This equates to about 11,000 LGBTIQA+ people in Ballarat.

1 in 6 people in Australia have disability[2] – this translates to about 19,000 people in Ballarat with disability

With population growth, people with disability could number 24,000 by 2036[3]

1 in 3 people with disability have severe disability[4] – this translates to about 6,500 people in Ballarat

23% of residents in Ballarat are aged 17 years and under[5]

23% of residents in Ballarat are aged over 60 years

Between 2016 and 2035, the number of people in Ballarat of retirement age will increase by more than 51%[6]

1.4% of the Ballarat population identify as Aboriginal and Torres Strait Islander, compared with 0.8% in Victoria[7]

9.5% of Ballarat residents were born overseas.[8] This means around 11,000 people in Ballarat were born overseas.

People in Ballarat come from at least 89 different countries[9]

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[1] Victorian Population Health Survey 2017

[2] Australian Institute of Health and Welfare, People with Disability in Australia 2020

[3] Id Community – City of Ballarat Population Forecast

[4] Australian Institute of Health and Welfare, People with Disability in Australia 2020

[5] 2016 Census

[6] Id Community – City of Ballarat Population Forecast

[7] 2016 Census

[8] 2016 Census

[9] City of Ballarat, Intercultural City Strategic Plan 2018-2021