

# Changing Places Funding Round 2023

Guidelines

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<https://providers.dffh.vic.gov.au/changing-places>

## Minister's foreword



The Victorian Government continues to make things fairer for people with disability, creating communities that are welcoming and inclusive.

We are working with Victorian Councils, not-for-profit organisations and tourism operators to tackle barriers and discriminatory attitudes that people with disability experience daily.

We are continuing our commitment to deliver Changing Places – accessible public toilets and changerooms for people with additional needs. Out of 248 Changing Places across Australia, Victoria has 113 across our State.

Creating a network of accessible public toilets and changerooms across Victoria will support the 326,400 Victorians with high support needs to participate in their local community, and access recreational and tourist attractions, parks, community spaces, entertainment, and sporting venues.

Changing Places make a very real difference to people's lives. Victoria initiated construction of these public toilets and changerooms in Australia, and continues to lead the way building more of these critical pieces of infrastructure nationally.

Our vision is to expand the network of Changing Places across every municipality, so that people can enjoy their local community, and visit all parts of our great state.

It gives me great pleasure to announce the 2023 Changing Places Funding Round to deliver Changing Places facilities in Victoria across two streams - local government and not for profit organisations, and popular tourism destinations and attractions. The funding round opens on 17 March 2023 and closes on 14 April 2023, with up to \$180,000 funded towards each facility.

I encourage Victorian local governments, not-for-profits/community organisations, and tourist attractions/destinations to apply so that together we can build on our reputation as the most accessible state.

A handwritten signature in blue ink that reads "L. Blandthorn" followed by a horizontal line.

**Hon Lizzie Blandthorn MP**

Minister for Child Protection and Family Services  
Minister for Disability, Ageing and Carers

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## What are Changing Places?

Changing Places are larger than standard accessible toilets with extra features and more space to meet the needs of people with a disability and their carers. Each facility has a height adjustable adult sized change table, a ceiling tracking hoist system, a central (peninsula) toilet with grab rails either side, and additional space for two or more carers to assist a person with high support needs to utilise a bathroom safely and with dignity. To be called a Changing Places toilet, the facility must be built and accredited as a Changing Places facility, in accordance with **the Changing Places Design Specification 2020**.

Originating in the United Kingdom in 2006, the Changing Places concept has now spread internationally, with Changing Places opening in several countries including Australia, Ireland, New Zealand, Canada, USA, and Germany.

The first Australian Changing Place opened in Victoria in 2014, and by 1 June 2022 there were 212 Changing Places across Australia, and 95 across Victoria with many more planned to open. For a current list of locations see the [Changing Places website](https://changingplaces.org.au/find) <<https://changingplaces.org.au/find>>

Australia is the first country in the world to regulate for public toilets based on the Changing Places design. The National Construction Code 2019 released by the Australian Building Code Board requires a new class of toilet called Accessible Adult Change Facilities, based on the Changing Places design, to be included in certain classes of public buildings.

From 1 May 2019, one unisex Accessible Adult Change Facility must be provided in:

- Class 6 buildings: shopping centres with a design occupancy of not less than 3,500
- Museums or art galleries (or similar buildings with a design occupancy of not less than 1,500
- Class 9b sports venues – with a design occupancy of not less than 35,000 or which contain a swimming pool that has a perimeter of not less than 70m
- Theatre and entertainment venues having a design occupancy of not less than 1,500 patrons
- Domestic and international passenger airports.

**Toilets built according to the Changing Places design standards will generally meet the Deemed-to-Satisfy Provisions of the National Construction Code 2019.**

# Why is the Victorian Government funding more Changing Places facilities?

Creating communities that are welcoming and inclusive underpins Victoria's current plan for making things fairer for people with disability, **Inclusive Victoria: state disability plan (2022–2026)**. The plan is a keyway for the Victorian Government to be accountable for making all parts of the community inclusive and accessible for everyone.

The plan commits to implementing six systemic reform directions. Across the Victorian Government, all departments have agreed that over the next four years they will embed the six systemic reforms in their policies, programs, and services.

Accessible communication and Universal Design are one of the six systemic reform areas. Universal design principles such as 'equitable and flexible use' aim to ensure policies, programs and services are accessible to as many people as possible, inclusive of age, ability, gender identity, culture, language, and any other social characteristics.

Making infrastructure accessible to all Victorians is a key priority in the Victorian Infrastructure Plan, including taking a universal design approach to all future infrastructure development.

Creating a network of truly accessible public toilets across Victoria will support the 326,400 Victorians with high support needs to participate in their local community and access recreational and tourist attractions, parks, community spaces, entertainment, and sporting venues.

The Victorian Government to date has committed funding to build 70 Changing Places in key locations across the state and will expand the network by another 11 facilities in the 2023 funding round.

We know from surveys (including from the Changing Places Survey results downloaded from the [DFFH Service Providers – Disability – Changing Places page](https://providers.dffh.vic.gov.au/changing-places) <https://providers.dffh.vic.gov.au/changing-places>) that Changing Places facilities are well utilised but there are still many locations where they don't exist and people would like to see a Changing Places built.

We want to fund Changing Places in the locations where people most want them, which is why the guidelines emphasise consultation with people with a disability.

# The Changing Places funding round

The Changing Places funding round 2023 provides funding of up to \$180,000 per facility under two grant streams:

- Local government areas
- Popular tourism destinations to support post COVID-19 pandemic recovery and grow the Victorian accessible tourism economy

Submissions are limited to two applications per organisation and each submission must identify which stream they are applying for: Stream 1 – local government areas or Stream 2 – Tourism attractions and destinations.

## Stream 1 – Local government areas

Stream 1 – Local government areas will provide grants to local government authorities and not for profit organisations to build a Changing Places toilet in their local community.

- Examples of eligible places and not for profit organisations include community centres and hubs including those used in emergency management (for example evacuation centres), libraries, community halls, Neighbourhood Houses, Men's Sheds, parks, gardens and playgrounds, not for profit committees of management appointed to manage public land or buildings such as foreshore committees of management.

Applicants need to:

- demonstrate an identified need from people with disability, their families, friends, and carers for a Changing Places facility in their local community and provide evidence of the extent of local support for the proposed Changing Places facility
- demonstrate the social, economic and accessibility benefits that a Changing Places facility will bring for people with disability
- build according to the Changing Places design specifications as outlined in **Changing Places Design Specifications 2020** which can be downloaded from the [Changing Places website](https://changingplaces.org.au/choose-your-design) <<https://changingplaces.org.au/choose-your-design>>
- ensure their Changing Places facility is accredited and listed on the Changing Places website and the National Public Toilet Map. The accreditation process is outlined in Appendix 1.

## Stream 1 priority

Priority will be given to applications from local government areas

- which do not have a Changing Places within their municipality
- demonstrate an identified need from people with disability, their families, friends, and carers for a Changing Places facility in their local community and provide evidence of the extent of local support for the proposed Changing Places facility.

## Stream 2 – Tourism Attractions and Destinations

Stream 2 – Tourism Attractions and Destinations will provide grants to build Changing Places facilities at popular Victorian tourist attractions and destinations across the state. Examples of eligible organisations and attractions include venues associated with beach locations, performing arts centres, theatres, art galleries and museums, nature-based tourism, First Peoples-led experiences, and attractions which are operated by one of the following:

- local government authorities and not for profit organisations (including but not limited to historical and heritage sites, cultural centres, galleries, museums, etc)
- local and state government entities (including but not limited to nature-based activity heads within local, state, and national parks and reserves, beachside locations etc)
- private sector commercial attractions (including but not limited to history and heritage sites, cultural centres, galleries, museums, iconic markets, theme parks, etc).

To be eligible, organisations must:

- be a local government authority incorporated body, cooperative or association or a registered company
- hold an ABN
- be financially solvent.

Applicants will need to:

- demonstrate that they are a popular tourism destination – such as provide visitor numbers or other local/regional tourism data
- demonstrate the social, economic and accessibility benefits that the Changing Places will bring for people with disability e.g., accessible tourism spend in the local community
- build according to the Changing Places design specifications as outlined in **Changing Places Design Specifications 2020** which can be downloaded from [Changing Places website](https://changingplaces.org.au/choose-your-design) <<https://changingplaces.org.au/choose-your-design>>
- ensure their Changing Places facility is accredited and listed on the Changing Places website and the National Public Toilet Map. The accreditation process is outlined in Appendix 1.

## Stream 2 priority

Priority will be given to applications from tourism attractions and destinations that can:

- demonstrate high visitor patronage or other local/regional tourism data
- demonstrate an identified need from people with disability, their families, friends, and carers for a Changing Places facility
- demonstrate their commitment to access and inclusion with other accessible amenities such as accessible pathways and boardwalks, disabled parking bays, beach matting, beach wheelchairs, accessible viewing platforms etc
- illustrate details on the partnerships/program/activities for people with disability on offer if a Changing Places was available.

## Mobile Changing Places

Consideration will be given to applicants seeking funding to construct a mobile Changing Places facility such as a Marveloo, Placeable or other portable toilet designs.

Applications for mobile facilities must include:

- a rationale as to why a mobile facility is preferred over a permanent Changing Places facility
- a schedule of anticipated events and festivals where the mobile facility will be in operation
- details of where the mobile facility is to be stored when not in use; and
- except for Marveloos and Placeable pods (which have approved designs), all applications seeking funding for portable toilets must include full construction drawings which have been reviewed by a Changing Places Assessor, with full costings for the works to be undertaken. Eligibility of any particular design will be established on the basis of the Assessor's findings and understanding of how the design relates to Changing Places standards.



# What are the funding conditions?

- The Changing Places facility must be completed within 18 months of receiving formal funding approval.
- Funding agreement:
  - Each organisation funded to build a Changing Places facility will sign a service agreement or common funding agreement with the Department of Families, Fairness and Housing (department). The service agreement and or common funding agreement specifies the funding amount, funding conditions and the agreed location and layout design of the Changing Places facility.
  - No funding will be released until the department and the applicant have executed the funding agreement and the appropriate milestone evidence identified in the funding agreement has been met. This includes confirmation of construction starting within the 18-month timeframe.
  - The department reserves the right to withhold payments in cases where there are concerns relating to the delivery of the project. In this instance, the department will release funding when appropriate actions have been taken to ensure the funded project will be delivered within the agreed timeframes.
- Recipients must reach agreement with the Department of Families, Fairness and Housing on the location and layout of the Changing Places facility prior to the commencement of works.
- Recipients of Changing Places funding must build a Changing Places facility according to:
  - design specifications set out in the **Changing Places Design Specification 2020**, download from [Changing Places website](https://changingplaces.org.au/choose-your-design) <<https://changingplaces.org.au/choose-your-design>>
  - any planning permit/s issued for the works
  - the Building Act 1993 and regulations, the National Construction Code 2019 and all other applicable laws and standards.
- Project monitoring and delivery:
  - Funding recipients are required to comply with project monitoring and reporting requirements outlined in the funding agreement. Successful applicants must appoint a primary contact for all matters relating to reporting, monitoring and delivery. Successful applicants are responsible for project delivery, including any project cost overruns should they occur.
  - Progress reports (6 monthly project reports) and a final report will be requested throughout the life cycle of the funding agreement.
  - Successful applicants must also take full responsibility for the cost of ongoing operation and maintenance of any facilities through their asset management processes.
  - In cases where a project is delayed for an unreasonable length of time, or substantive changes to scope are made after funding has been approved, or where a project fails to be delivered, the department reserves the right to cancel the grant and, if applicable, recoup any payment that has already been provided.
  - A request to vary the timing of an approved project must be discussed with department prior to the submission of a variation request.
- Recipients must ensure the Changing Places facility is accredited and listed on the [Changing Places website](http://www.changingplaces.org.au) <[www.changingplaces.org.au](http://www.changingplaces.org.au)> and the [National Public Toilet Map](https://toiletmap.gov.au) <<https://toiletmap.gov.au>>
- Recipients are responsible for engaging a Changing Places Assessor and must advise the department when appointment has occurred.
- Recipients must advise the department when each of the three stages of accreditation has been achieved:
  - Stage 1: Schematic Design Review

- Stage 2: Construction Documentation Review
- Stage 3: As Built Final Review
- Recipients must provide a copy of the Statement of Compliance when it has been issued.
- The Changing Places facility must be open to and accessible by the public during normal venue operating hours.
- The Changing Places facility must be maintained in a safe condition, kept in good repair and be available for use for a minimum period of five years.
- The Changing Places facility must be kept in a clean, sanitary, and hygienic condition with regular removal of waste for a minimum period of five years.
- Recipients must, upon written request, provide the Department of Families, Fairness and Housing with access to the Changing Places facility to inspect the progress of works for no less than five years from the completion of the Changing Places facility.
- In instances where the Changing Places facility is located at a pool or swimming complex, beach or waterfront location, design options **must** include a shower facility.

# How will applications be assessed?

## Assessment Criteria

Applications for the Changing Places funding round 2023 will be assessed against three individual project assessment criteria and broader access and equity considerations. Percentage weightings are provided as a guide to the relative importance of each criterion.

Information contained in applications may be shared with other Victorian Government agencies to assist with cross government coordination.

## Priority

### Stream 1 – Local government areas

Priority will be given to applications that:

- are from a local government area where there are no other Changing Places facilities within that municipality (refer to appendix 1 list of local government areas without a Changing Places toilet)
- demonstrate an identified need from people with disability, their families, friends, and carers for a Changing Places facility in their local community and provide evidence of the extent of local support for the proposed Changing Places facility.

### Stream 2 – Tourism Attractions and Destinations

Priority will be given to applications that:

- demonstrate high visitor patronage or other local/regional tourism data
- demonstrate an identified need from people with disability, their families, friends, and carers for a Changing Places facility
- demonstrate their commitment to access and inclusion with other accessible amenities such as accessible pathways and boardwalks, beach matting, accessible viewing platforms/areas and disabled parking bays.

## Criterion 1 – Why do you want to build a Changing Places facility and how have you consulted with your local community? – 40%

Applicants will be required to demonstrate the extent to which the project addresses need identified by people with disability, their families and carers and provide evidence of the extent of local consultation and support for the project. Applicants will also need to identify the benefits delivered by the project to people with a disability and their local community.

### And/or

Demonstrate the need for a Changing Places facility in their community which would enhance accessible tourism, whole of journey outcomes, emergency management/evacuation centres recovery planning and provide evidence of consultation and support for the proposed Changing Places facility.

Applications must:

- Provide evidence of assessing community needs such as Disability Action Plans, Toilet Strategies, Tourism Plans, Emergency Management and Economic Development plans or demographic data

- Describe how you have consulted with people with disability in choosing this location for your Changing Places facility and demonstrate that the project location has support from the local community, including people with disabilities
- Provide evidence of community consultations such as advisory groups and forums, interviews, consultations, focus groups, and or results of any surveys including from [DFFH Service Providers – Disability – Changing Places page](https://providers.dffh.vic.gov.au/changing-places) <https://providers.dffh.vic.gov.au/changing-places>
- Clearly identify the expected social, economic and accessibility benefits that the project will deliver to people with disability, their families, and carers in the community.

## Criterion 2 – Where are you going to build your Changing Places facility? - 40%

Applicants must demonstrate that the site of their Changing Places facility meets the needs of people with disability, including compliance with the universal design approach, opening hours, accessibility, and ongoing maintenance.

Applications must:

- Demonstrate why this location is a good choice for building a Changing Places facility such as: popular local or tourist destination, proximity to other community facilities, complements other nearby accessible infrastructure, or that there are no other Changing Places nearby
- Illustrate why this site was selected in preference to other locations in their local community
- Demonstrate commitment to universal design principles including an overall site design which incorporates clear continuous accessible paths of travel to/from the facility and designated accessible parking bays situated within proximity.

Applications must also provide the following:

- A copy of the proposed site plan
- Information about proposed opening hours
- Information about how the public can access the facility. For example, if a Master Locksmith Access Key (MLAK) is utilised, provide details of how and where the public can borrow the key from a nearby venue. [Master Locksmith Access Key](https://masterlocksmiths.com.au/mlak/) <https://masterlocksmiths.com.au/mlak/>
- In instances where the Changing Places facility is in a beachside or waterfront location, design options **must** include a shower facility
- In instances where the Changing Places facility is part of a larger project such as the construction or refurbishment of an amenities block, or part of a new build such as a community centre, information must be provided about the larger project
- In instances where the site is not owned by the applicant, a copy of the relevant lease will need to be attached to your application.

## Criterion 3 - How will you deliver your Changing Places project? - 20%

Applicants must provide evidence of their ability to deliver the project in a timely manner and within budget, including:

- Demonstrated experience or a sound approach to delivering the Changing Places project such as a Project Plan and strategies for successful completion
- Timelines for delivery of the project including project completion within 18 months from formal approval of funding
- A project budget detailing the income and expenditure for your project (excluding GST). In instances where the Changing Places facility is part of a larger project such as the construction

or refurbishment of an amenities block, or part of a new build such as community centre, information must be provided about the larger project and an estimated total project cost

- The project budget should include how much funding you are seeking from the Changing Places funding round 2022 and the details of other income sources for the project if any, (excluding GST)
- A Communications Plan for promoting the Changing Places facility once it is open to people with a disability, their families and carers, and the local community
- A copy of your complaints handling process and evidence of how it will be implemented

## Other access and equity considerations

The assessment panel will also consider broader access and equity considerations including:

- The geographic distribution of Changing Places projects across Victoria and where there are no other Changing Places facilities within that municipality
- The level of support and identified need for your Changing Places project in the local community as demonstrated by extensive consultation with people with disability, their families, friends, and carers
- Consistency with **Inclusive Victoria: state disability plan (2022–2026)** priorities and themes with particular focus on making the built environment usable for as many people as possible through the construction of Changing Places facilities.

## What is the application process?

The Changing Places funding round 2023 will utilise the SmartyGrants grants on-line application process for the submission of applications. The application form is located on the [SmartyGrants Changing Places 2023 funding round webpage](https://cfr.smartygrants.com.au/CPFundingRound2023)

<<https://cfr.smartygrants.com.au/CPFundingRound2023>>

When commencing your application for Changing Places funding, you will be required to create a password protected login-in to access the application form.

For general information about SmartyGrants please refer to the [SmartyGrants webpage](https://smartygrants.com.au)

<<https://smartygrants.com.au>>.

## Funding

Each organisation funded to build a Changing Places facility will sign a service agreement with the Department of Families, Fairness and Housing. The service agreement specifies the funding amount, funding conditions and the agreed location and layout design of the Changing Places facility.

## Timelines

The Changing Places funding round 2023 opens on **17 March 2023** and closes on **14 April 2023**.

All applications must be:

- From an eligible agency (local government authorities (Victorian) and community not-for-profit organisations), registered company
- Endorsed by the Chief Executive Officer
- Submitted via the online SmartyGrants Portal and include relevant supporting documentation:
  - Proposed site plans

- Project timelines
- Project budget
- Communications Plan
- Complaints handling process

Received no later than **14 April 2023**.

Receipt of applications will be acknowledged via email.

Late or incomplete applications will not be considered.

## Information session

An information session will be held as below:

- Date: 23 March 2023
- Time: 10.00am – 11.30am
- Platform: Microsoft Teams
- Register via Eventbrite: [Information Session - Victorian Changing Places funding round 2023](https://www.eventbrite.com.au/e/2023-changing-places-funding-round-information-session-tickets-558474651717?keep_tld=1)  
<[https://www.eventbrite.com.au/e/2023-changing-places-funding-round-information-session-tickets-558474651717?keep\\_tld=1](https://www.eventbrite.com.au/e/2023-changing-places-funding-round-information-session-tickets-558474651717?keep_tld=1)>.

## Further Information

For more information about the Changing Places funding round 2023  
<<https://providers.dffh.vic.gov.au/changing-places>>

Email [Changing Places](mailto:changingplaces@dffh.vic.gov.au) <changingplaces@dffh.vic.gov.au>.

# Glossary

## Accessible Adult Change Facilities

Accessible Adult Change Facilities is a definition under the National Construction Code 2019 to describe sanitary facilities with additional features to assist people with complex disability who are unable to use standard accessible facilities independently. From 1 May 2019, one unisex Accessible Adult Change Facility must be provided in:

- Class 6 buildings: shopping centres with a design occupancy of not less than 3,500
- Museums or art galleries (or similar buildings with a design occupancy of not less than 1,500
- Class 9b sports venues – with a design occupancy of not less than 35,000 or which contain a swimming pool that has a perimeter of not less than 70m
- Theatre and entertainment venues having a design occupancy of not less than 1,500 patrons
- Domestic and international passenger airports.

**Toilets built according to the Changing Places design standards will generally meet the Deemed-to-Satisfy Provisions of the National Construction Code 2019.**

## Accreditation

Funding recipients must engage a Changing Places Assessor. Assessors can be found on the [Changing Places Australia website](https://changingplaces.org.au/engage-an-assessor) <<https://changingplaces.org.au/engage-an-assessor>>.

The Changing Places Assessor must be engaged prior to the construction of a Changing Places facility to assess project documentation at the following three stages:

- Stage 1: Schematic design review
- Stage 2: Construction documentation review
- Stage 3: As-built final review.

Once a Changing Places Assessor has assessed a facility and is satisfied it meets the requirements of the **Changing Places Design Specification 2020**, they issue the venue owner with a Statement of Compliance.

## Changing Places

Changing Places are larger than standard accessible toilets with extra features and more space to meet the needs of people with a disability and their carers. Each facility has a height adjustable adult sized change table, a ceiling tracking hoist system, a central (peninsula) toilet with grab rails either side, and additional space for two or more carers to assist a person with high support needs to utilise a bathroom safely and with dignity. Changing Places toilets are built to the design specification as outlined in the **Changing Places Design Specification 2020** downloadable from the [Changing Places website](https://changingplaces.org.au/choose-your-design) <<https://changingplaces.org.au/choose-your-design>>.

Only facilities that have been accredited can be listed as Changing Places facilities on the Changing Places Australia website listing, map of Changing Places in Australia, [Changing Places website](https://changingplaces.org.au/build-a-changing-places/register-your-facility) <<https://changingplaces.org.au/build-a-changing-places/register-your-facility>> and the [National Public Toilet Map](https://toiletmap.gov.au/) <<https://toiletmap.gov.au/>>.



## Changing Places Australia website

The [Changing Places Australia website](https://changingplaces.org.au) <https://changingplaces.org.au> was originally developed and administered by the Association for Children with a Disability (ACD) and is currently managed by Think HQ, with oversight by the Department Families, Fairness and Housing. The website is the main information channel for the initiative in Australia and contains a list of all accredited Changing Places facilities, the **Changing Places Design Specification 2020**, design files, online registration and accreditation processes, news and contact information.

## Changing Places Design Specification 2020

The **Changing Places Design Specification 2020** has been developed to assist architects, local councils, community not for profit organisations, developers, designers and facility managers with all the information required to build and maintain a Changing Places toilet. Download from the [Changing Places website](https://changingplaces.org.au/choose-your-design) <https://changingplaces.org.au/choose-your-design>

The **Changing Places Design Specification 2020** includes the approved design specifications and design layouts for Changing Places toilets in Victoria and Australia as well as other required information such as indicative design option costings, design files and layouts, guidelines for use, and door and key locking mechanisms.

## Changing Places Surveys of 2016 and 2019

These two surveys were online surveys undertaken in 2016 and 2019 are downloadable from the [DFFH Service Providers – Disability – Changing Places page](https://providers.dffh.vic.gov.au/changing-places) <https://providers.dffh.vic.gov.au/changing-places> seeking feedback from people with disability, their families and carers and the community about where Changing Places facilities are needed most.

## Inclusive Victoria: state disability plan 2022-2026

Victoria's current plan for making things fairer for people with disability. The plan is a key way for the Victorian Government to be accountable for making all parts of the community inclusive and accessible for everyone. [Inclusive Victoria: state disability plan webpage](https://www.vic.gov.au/state-disability-plan) <https://www.vic.gov.au/state-disability-plan>

## Master Locksmith Access Keys (MLAK)

Many Changing Places require a [Master Locksmiths Access Key](https://masterlocksmiths.com.au/mlak/) (MLAK) <https://masterlocksmiths.com.au/mlak/>. MLAKs have been fitted to many Changing Places across Australia, including:

- Council municipalities
- Sports and entertainment venues
- National parks
- Playground equipment – such as Liberty Swings.

The MLAK gives people with disability and their carers access to a network of facilities, seven days a week; including many Changing Places.

[Victorian Companion card holders FREE MLAK](https://masterlocksmiths.com.au/mlak-order-form-for-victorian-companion-card-holders/) <https://masterlocksmiths.com.au/mlak-order-form-for-victorian-companion-card-holders/>



## Mobile Changing Places Facilities

Mobile Changing Places facilities incorporate many of the features of Changing Places and are available for hire for events and festivals. Examples of mobile facilities include the Marveloo and Placeable Pods.

## National Construction Code

The National Construction Code 2019 provides the minimum necessary requirements for safety and health, amenity and accessibility, and sustainability as part of the design, construction, performance, and liveability of new buildings (and new building work in existing buildings) throughout Australia. It is a uniform set of technical provisions for public building work, plumbing and drainage installations throughout Australia whilst allowing for variations in climate and geological or geographic conditions.

## National Public Toilet Map and app

As part of the National Continence Program, the [National Public Toilet Map](https://toiletmap.gov.au/) <<https://toiletmap.gov.au/>> and app provide information on over 19,000 public toilets across Australia, including information about each toilet such as its accessibility features, opening hours and type of toilets. The map includes icons for both Changing Places facilities and Adult Change facilities.

## Universal Design

Universal Design involves making built environments, facilities, information, policies, products, programs, and services accessible for all people and abilities from the beginning of the design stage and onwards.

## Victorian Infrastructure Plan

The **Victorian Infrastructure Plan** is the Victorian Government's response to Infrastructure Victoria's 30-year Infrastructure Strategy. It presents priorities and future directions in nine key sectors: transport; culture, community, and sport; digital connectivity; education and training; energy; environment; water; health and human services; and justice and emergency services.

# Appendix 1: Accreditation Process for Changing Places funding round 2023

## Purpose

To ensure that all Changing Places funded by the Victorian Government during 2023 funding round are built and accredited as Changing Places facilities, in accordance with the **Changing Places Design Specification 2020**.

All funded organisations are required to engage a Changing Places Assessor, to facilitate the accreditation process and issue a Statement of Compliance upon completion of their built facility.

Alternative Layouts or Variations to the Requirements may be approved, provided the design has been assessed and confirmed to be compliant, and approved by a Changing Places Assessor and the department prior to commencement of any works.

## Background

The Victorian government has provided funding during 2022-2023 to construct an Changing Places facilities across Victoria to support its ongoing commitment to inclusive and accessible communities.

## Basis for Accreditation

All Changing Places must be accredited by a Changing Places Assessor. The accreditation process ensures that Changing Places are built to specifications, so that users can be confident that the design is fit for purpose.

Accreditation provides venue owners with peace of mind, knowing that if they build to the **Changing Places Design Specification 2020**, they will be compliant with the National Construction Code 2019 requirements for Accessible Adult Change Facilities (F2.9 and Specification F2.9), if applicable.

Only accredited Changing Places facilities are permitted to use the Changing Places branding (name and logo), signage and can be listed on the Changing Places Australia website.

## Changing Places Assessors

A Changing Places Assessor is a person suitably qualified to assess a Changing Places toilet to for accreditation.

Funded organisations must engage a Changing Places Assessor, and advise the department when this engagement has occurred, so their facility is accredited as a Changing Place.

Changing Places Assessors can be found on the [Changing Places Australia website](https://changingplaces.org.au/engage-an-assessor/)  
<<https://changingplaces.org.au/engage-an-assessor/>>

Funded organisations must engage a Changing Places Assessor prior to the construction of a Changing Places facility to assess project documentation at the following three stages:

- Stage 1: Schematic Design
- Stage 2: Construction Documentation
- Stage 3: As-Built Final Review.

This three-stage process identifies issues or concerns at the early stages of the building process to ensure that Changing Places facilities are built to the correct design specifications.

## Statement of Compliance

Once the Changing Places Assessor has assessed the facility and is satisfied it meets the requirements of the Changing Places Design Specification 2020, they will issue the funded organisation with a Statement of Compliance. The funded organisation is responsible for providing the department with a copy of its Statement of Compliance.

### Three Stage Accreditation Process

#### Step 1: Schematic Design

The Changing Places Assessor will assess the documents and information provided by the funded organisation and complete the Changing Places Performance Specification Checklist - Schematic Design Stage word document. Upon approval by the Changing Places Assessor, the funded organisation can start to prepare its construction documents for approval.

**Note:** in instances where the proposed design does not comply, the Changing Places Assessor will provide advice to the funded organisation outlining the steps required to achieve compliance.

#### Step 2: Construction Documentation

The Changing Places Assessor will assess the documents and information (including relevant Product Specification Brochures) provided by the funded organisation and completes the Changing Places Performance Specification Checklist – Construction Documentation Stage word document. Upon approval by the Changing Places Assessor, the funded organisation can commence construction of the Changing Places facility.

**Note:** in instances where construction documentation does not comply with design requirements, the Changing Places Assessor will provide advice to the funded organisation outlining the steps required to achieve compliance.

#### Step 3: As-Built Final Review and accreditation

The Changing Places Assessor will complete their assessment using the Changing Places Performance Specification Checklist – As-Built Review Stage word document. This assessment includes an on-site inspection and or review of relevant photos to ensure the facility complies with Changing Places requirements.

If compliance is achieved, the Changing Places Assessor will certify the facility as a Changing Places facility. The Changing Places Assessor issues a **Statement of Compliance** to the funded organisation.

The funded organisation provides a copy of its Statement of Compliance to the department and to register the facility on the Changing Places Australia website and the National Public Toilet map an on-line registration is required. [Changing Places Australia registration](https://changingplaces.org.au/build-a-changing-places/register-your-facility)  
<<https://changingplaces.org.au/build-a-changing-places/register-your-facility>>.

Note: in instances where the built facility documentation does not comply with design requirements, the Changing Places Assessor will provide advice to the funded organisation outlining the steps required to achieve compliance.

## Definitions

### Alternative layout

Alternative layouts provide different design options to the standard layouts. They still meet the requirements of the **Changing Places Design Specification 2020** by achieving the required

circulation spaces and hoist coverage for each component. A Changing Places Assessor can approve an alternative layout.

## Appendix 2: Local government areas without a Changing Places toilet as at 9 February 2023

### **Name of LGA**

- Borough of Queenscliff
- City of Maribyrnong
- Golden Plains Shire
- Pyrenees Shire
- Rural City of Ararat
- Rural City of Benalla
- Rural City of Swan Hill
- Shire of Buloke
- Shire of Hepburn
- Shire of Hindmarsh
- Shire of Loddon
- Shire of Mansfield
- Shire of Mount Alexander
- Shire of Moyne
- Shire of Northern Grampians
- Shire of Strathbogie
- Shire of Towong
- Shire of Wellington
- Shire of West Wimmera
- Shire of Yarriambiack
- South Gippsland Shire