

General Principles

HACC Standard 1, 3 & 4

AQTF Standard 6, 8 & 9

Review date: June 2011

Policy Number: GP2

Number of pages: 3

Attachments: Nil

POLICY REGISTER

Subject: Access and Equity

Primary Responsibility

All Board Members, Executive Officer, Operations Manager, staff, contractors and volunteers.

Policy Statement

WSCF is committed to provide equal access to its services and/or resources to community organisations in Western Sydney in a manner that does not conflict with its Vision Statement and Statement of Purpose. WSCF includes the principles of non-discrimination in the planning and delivery of services, resources and activities and to promote these principles to community organisations and planning agencies.

WSCF has a commitment to the principles of:

EQUITY: A fairer distribution of economic resources, knowledge, skills and power through the design and delivery of services.

ACCESS: Fair and equal opportunity for all people to use those services that are important for quality of life (to be informed about and use those services without physical, cultural, financial, or educational barriers).

PARTICIPATION: Opportunity to be involved with management, service provision and planning; and a fair and equitable learning environment for all Learning and Development participants.

RIGHTS: Developing fairer, more comprehensive rights that are equally accessible by all people regardless of their income and social background. This includes civil, political, industrial, social and economic rights.

Procedure

1. WSCF will ensure that community organisations in Greater Western Sydney are aware of the services and resources provided by Western Sydney Community Forum through: the WSCF newsletter; WSCF website;

WSCF brochure; interagencies, forums and networks; and, any other promotional activities;

2. WSCF will ensure appropriate promotion of services, including the translation of brochures and the use of translators where appropriate;
3. WSCF will seek to ensure the accessibility of locations and premises, including both the offices of WSCF and venues at which events are to be held (eg. training workshops, forums, etc.). Where possible, venues will provide access for people with disability and be on public transport routes.
4. WSCF will ensure suitable operational hours and arrange events at times most suitable to particular stakeholders;
5. WSCF will encourage participation on the WSCF Board and other decision-making bodies to reflect the diversity of Western Sydney communities;
6. WSCF will provide services that are sensitive to cultural values and to ensure that events organised by WSCF do not discriminate against people from special needs/minority groups;
7. WSCF Learning and Development Program will provide a fair and equitable learning environment for all course participants, using appropriate methods and materials for course delivery relevant to the learning needs of participants. Where selection criteria apply to courses, these will be advertised in the course information.
8. WSCF will provide information in a manner that is understandable and readily comprehended;
9. Where fees are charged WSCF will ensure they are affordable;
10. WSCF will maintain an awareness of diversity in communities in workplan and strategic plan development;
11. WSCF will have an Aboriginal Strategy and ensure resources are allocated to enable it to achieve its aims;
12. WSCF will have a CALD Strategy and ensure resources are allocated to enable it to achieve its aims;
13. WSCF will advocate on behalf of special needs groups in government planning processes;
14. WSCF will engage in ongoing consultation with a broad range of special needs groups, for example, people from non-English speaking backgrounds, people with disability, and Aboriginal and Torres Strait Islander people;

15. WSCF will ensure that the staff and Board are informed about the demographic mix of Greater Western Sydney;
16. WSCF will ensure that WSCF Learning and Development staff and contractors are aware of this policy and provide training which is accessible and culturally appropriate for all participants;
17. WSCF will actively assist members, client organisations and other stakeholders to exercise their rights in terms of access and equity.

Adopted by Board on: 2/6/2009

CROSS REFERENCE

- PS3 Eligibility and Waiting List Policy
- GP5 Privacy & Confidentiality Policy
- PS1 Client Charter
- PS6 Fees
- GP3 Code of Practice
- SE3 Staff Induction
- WSCF NRT Participant Handbook
- WSCF NRT Trainers Handbook