



Wingate Avenue
Community Centre

Title:

DISABILITY ACTION PLAN

Last updated: May 2012

Background

Wingate Avenue Community Centre (WACC) was established in 1985 to meet the needs of the Community. The centre is based in the centre of a Ministry of housing estate where there is a high proportion of people from non English speaking backgrounds. The centre offers a wide range of recreational, education and social courses and activities.

WACC is Funded by the Department of Human Services through their Neighbourhood House Co-ordination program, Learn Local, Higher Education and Skills Group, NMIT, AMEP English Program, City of Moonee Valley, and DHS take a break funding. The Centre is run by a Committee of Management and dedicated staff, all of whom are responsive to the changing needs of our community.

Mission Statement

WACC enables individuals and groups to achieve their potential, share experiences and expertise, overcome existing barriers and build an integrated and supportive community.

Purpose

The purpose of this Disability Action Plan is to acknowledge and review the processes and physicality of the Centre, with regard the above policy, and the inclusion of persons with a disability.

This process will be implemented on a bi-annual basis as part of our risk management audit, and a schedule of actions will be created where opportunities for improvement are ascertained.

Actions

Item One:

Ensure that this Centre promotes an 'ethos' that is welcoming to all, to be adopted by all staff & users of this Centre, including tutors, admin, committee members, volunteers, community groups, and other students and stakeholders.

Action	Timeframe	Whom
Ensure that Access & Equity Policy is on display in offices and general rooms around the Centre	Ongoing	Admin
Ensure that new staff members and Centre users are familiarised with Centre Policies – and that they understand and comply with these – by placing them in enrolments and staff induction packages	Ongoing	Assistant Manager
Ensure that all staff is supported in their endeavours to create an equitable Centre, including PD, meetings, resourcing, aides etc.	When needed	Manager & COM
Ensure that access & equity information is kept up to date and relevant through newsletters, memos etc.	As required	Admin & Program Manager
Ensure that this Centre has a range of resources available for all persons using the Centre and working here, so that the latest	Ongoing	Admin & Manager

information on disability is readily available.		
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Item Two:

Work toward ensuring that physical access is correct for all persons wishing to access our courses and services.

NB: Physical inspections and consultations from Centre clients and users should provide feedback into relevant documents and resources.

Action	Timeframe	Whom
Where current physical access is provided, such as ramps and toilet facilities, ensure that this access is adequate and well maintained. This could be during regular physical inspections & getting advice from centre users.	Ongoing	Assistant Manager
Where physical access is found to be inadequate and in need of attention, this is to be placed in the Centre maintenance book and phoned through to Office of Housing. Anything outside this will then be presented to COM and prioritised during meetings.	Ongoing	Admin & Assistant Manager
3. Provision for physical access maintenance and improvements should be part of the maintenance requests to Office of Housing and long term Centre planning should be done through Committee of Management.	Ongoing	Admin Manager & COM

Item Three:

Ensure that the Centre produces courses and provides services that are accessible by all persons wishing to attend this centre, and encourages all its partners towards inclusion.

Action	Timeframe	Whom
When considering courses, numbers of students, teaching staff and room and furniture arrangements, inclusiveness must be part of this planning.	Ongoing	Program Manager & Manager
The Centre staff needs to be up to date on the needs of access and inclusiveness prior to planning meetings around courses and services.	Ongoing	All staff
All users of the Centre need to be aware of the needs of persons with disabilities, and be ready to report to admin/centre co-ordinator on any perceived gaps in provision.	Ongoing	All staff
Include in the Centres long and short term plans the need for inclusiveness in all the Centres activities.	Ongoing	COM

Item Four:

Ensure that WACC maintains links with relevant disability services.

Action	Timeframe	Whom
The Centre has a representative of a disability service on the Ascot Vale Network group and meets every six weeks. This ensures an open and inclusive environment.	Ongoing	Volunteer Co-ord, Assistant Manager & Admin Programs Mgr

		COM
Where possible and available, the Centre staff could attend meetings and forums around disability service provision, with a view to sharing information and 'advertising' services and 'products'.	Where available	COM, staff

Item Five:

Ensure that this Centre is open to input from and full participation by persons with a disability. Actively seek input from persons with a disability or workers to plan and act on improvements for our Centre.

Action	Timeframe	Whom
The Centre will provide student surveys to all students attending classes at this Centre, and will prioritise and act on suggestions made in these surveys.	Ongoing	Program Manager, Assistant Manager COM
Suggestion books and other means of information sharing need to be available to all users, staff, clients and stakeholders at the Centre. These are to be confidential so that suggestions can be made without possible or imagined reprisal.	Ongoing	Admin
Centre staff and users need to be open to suggestions for improvements, and know chain of command for appropriate levels to pass on any suggestion made. It is important that all persons know that any suggestion needs to be taken seriously and passed on appropriately.	Ongoing	All
Staff and COM need to prioritise and act on all suggestion around inclusiveness in an appropriate and timely manner.	Ongoing	All

Further Information

Job Access website (Federal government) <http://jobaccess.gov.au/Home/Home.aspx>

Related Documents

- Access and Equity Policy

Adopted by Committee of Management on (date) 20/8/12

Signed by Chairperson 