

PNH Preston Neighbourhood House Inc.



“Leading our community towards greater independence and quality of life.

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DDA Disability Action Plan

1. AUTHORISATION

The Preston Neighbourhood House Committee of Management adopted this Action Plan for 2009.

2. REVIEW DATE

This policy shall be reviewed on or before December 2012

3. SCOPE

To whom does this Action Plan apply and when?

- *Participants, staff and tutors engaged in the daily business of Preston Neighbourhood House.*

This Action Plan is explained through:

- Employment
- Enrolment,
- Human Resources and Management,
- Continuous Improvement.
- Grievance
- Managing Diversity
- Facilities
- Charter of Human Rights

In additions reference should be made to:

- Pathways Policy
- Staff Induction
- Facility Hire

4. DEFINITIONS

Words or phrases that are special to this Action Plan or procedure, which might be unfamiliar or misinterpreted.

- **This policy refers to the Rights and Responsibilities of all stakeholders engaged in the daily operations of the Preston Neighbourhood House.**
- **It encourages tolerance and acceptance of those with a disability within our House community.**

5. POLICY

VALUES

MISSION STATEMENT:

“Preston Neighbourhood House will encourage and support the local community to increase independence and quality of life by providing high quality, accessible programs and services promoting social interaction, mutual support and skill development”

PURPOSE

Our fundamental beliefs are:

- ◆ We are driven by the desire to achieve quality in all our services.
- ◆ We respect the dignity and recognise the merit of each member of our community and will ensure the house is free from discrimination on the grounds of race, religion, gender or disability.
- ◆ We respect and welcome diversity.
- ◆ Participants will be able to negotiate learning goals with their tutors.
- ◆ Tutors, staff, administration and Committee of Management are all available to discuss issues or concerns.
- ◆ Participants should be considerate of the learning goals of others.
- ◆ We each share a responsibility for the safety of staff, volunteers and participants.
- ◆ We will each contribute to the positive learning environment of the House by refraining from use of offensive language, threatening behaviour or physical violence towards each other.

GENERAL PRINCIPLES:

Preston Neighbourhood House will at all times put into effect its commitment to principles of valuing diversity with regard to staff, volunteers, students and other stakeholders.

- To provide individuals with equal opportunity to participate effectively in programs whatever their age, gender, indigenous culture, ethnic origin, disability, economic circumstances, religious or political affiliation, or whatever their language, literacy or numeracy skills.
- To reflect the diversity of our community in our management and participation.
- To provide high quality, programs relevant to the needs of our diverse community.
- To provide the support needed for effective participation by all sections of the community.

Preston Neighbourhood House will not discriminate against staff, volunteers, students or other stakeholders on the basis of –

- ◆ *Age*
- ◆ *Impairment*
- ◆ *Industrial Activity*
- ◆ *Lawful sexual Activity*
- ◆ *Marital Status*
- ◆ *Physical Features*
- ◆ *Political belief or Activity*
- ◆ *Pregnancy*
- ◆ *Race*
- ◆ *Religious belief or Activity*
- ◆ *Sex*
- ◆ *Parental Status or Status as a carer*
- ◆ *Breastfeeding*
- ◆ *Gender Identity*
- ◆ *Sexual Orientation*
- ◆ *Personal Association*

6. PROCEDURES

Physical Access Issues:

The centre is well signed and easily identified.

There is wheel-chair access at the front although parking is limited. There is a disabled parking bay adjacent to our front entrance.

Access through the rear is possible.

We have two disabled toilets compliant with the building code for disability access.

Benches in the computer lab have been designed to accommodate wheel chair users. Generally in other learning/instruction areas, furniture can be provided to accommodate the needs of participants.

Communication Issues:

Staff have had the opportunity to attend workshops on working with participants who have disabilities.

(i) A sub-committee of the Committee of Management will be formed to report on the development and review of the Action Plan. The Committee of Management has representation from members who have a disability, are carers of a person with a disability and who work in a community agency responsible for supporting people with a disability.

Responsibility: President

(ii) Auslan classes are taught in the centre. Staff will have the opportunity to learn signing when appropriate.

Responsibility: Manager
Budget: Professional Development

(iii) Preston Neighbourhood House will continue to liaise with the local council and VicDeaf with a view to ensuring the premises remains accessible to people with disabilities.

We are continually open to ways of improving disability access. Preston Neighbourhood House has been identified as a “re-charge” site by Darebin for those seeking to charge batteries.

Responsibility: President of Management Committee
Budget: State Works & Services

(iv) Preston Neighbourhood House will identify relevant community organizations (e.g. NEAMI Darebin, ADEC, Interact Learning Services) to develop a strategy for providing information about services.

Consultations will be held with members of these communities and their representatives to ensure our policies and procedures adequately address issues relevant to people with disabilities

Responsibility: Management Committee President to write to all relevant community organizations to initiate consultations.

(v) Complaints:
Complaints of discrimination or denial of equal opportunity will be dealt with under the Grievance Procedure, and may also be referred to other appropriate bodies.

Responsibility: Manager

Training Issues:

(vi) Information and Training:
Preston Neighbourhood House Management and Staff will ensure that they have an adequate understanding of the issues around supporting our participants who have a disability, of equal opportunity and non-discrimination principles, including appropriate written documentation, and will undertake training in areas as necessary.

Training will be provided to familiarize staff with issues around dealing with learners and staff who have a disability.

Responsibility: Manager
Budget: Professional Development

7. IMPLEMENTATION SUPPORT

7.1 COMMITTEE STRUCTURE

It is the responsibility of the Committee of Management to ensure that all staff and users are aware of this policy and that it is implemented within the centre.

7.2 KEY RESPONSIBILITIES AND AUTHORITIES

- * The Coordinator will be responsible to work with staff to ensure this policy is implemented within the centre.
- * The policy may be viewed in the centre Policy Book.
- * The Committee of Management must formally approve any alterations to this policy and set due dates for review.

8. EVALUATION

- * Is the policy being successfully implemented?
- * Have any implementation issues occurred which need to be referred to C.O.M.?

