

**Wyndham Community and Education Centre Inc.
Policy and Procedure**

Policy name	Access and Equity Policy and Procedure
Responsible person	CEO
Staff involved	Board of Governance, Wyndham CEC and School staff and volunteers
Review dates	Approved: 17 April Review Date: 2026

Policy Context

Wyndham Community and Education Centre Inc's. (Wyndham CEC) Access and Equity Policy and Procedure ensures eligible individual can participate and benefit from Wyndham CEC's services, programs and opportunities Wyndham CEC is committed to promoting principles of inclusion through these programs and services, to reducing barriers for vulnerable community members and to being responsive to the needs of its local community.

Wyndham CEC's vision, mission, values, and statement of purpose all outline its commitment to providing education and community services based on principles of fairness access and equity, ensuring such principles are respected in policy and practice.

Due to the diversity of staff, students, clients, Board of Governance and volunteers, Wyndham CEC is guided by the following set of values:

- Respect – being aware of and valuing other beliefs, cultures and opinions
- Integrity – being honest, ethical and accountable
- Commitment – consistently achieving our goals, values and purpose
- Inclusion – working together, connecting communities, celebrating diversity
- Responsiveness – consistently responding and adapting to meet community needs

Wyndham CEC promotes these values through:

- Providing access and equity to members of the community
- Implementation of its policies and procedures
- Supporting and promoting the principles and practice of Australian democracy
- Understanding the diverse circumstances of children

In this policy, the term *access* is taken to mean the right or opportunity to use a service or facility irrespective of age, race, culture, disability, religion, or gender. The term *equity* means fairness and impartiality towards all concerned, based on the principle of even-handed dealing for those eligible to receive services, taking into account the diverse circumstances of some children, clients, students and staff.

This document was reviewed and accepted by the Board of Governance of the Wyndham Community Centre Inc. on 17/4/2025 and supersedes all previous versions.

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Policy

Wyndham CEC will make services available to everyone who is entitled to them, free from any form of discrimination on the basis of the person's country of birth, culture, race, gender or religion.

Wyndham CEC acknowledges its legal and ethical responsibilities cover the areas of:

- access in the provision of services offered by Wyndham CEC
- access in employment or volunteering by Wyndham CEC
- access in the provision of information offered by Wyndham CEC
- access to education and training offered by Wyndham CEC
- access to events hosted or organised by Wyndham CEC
- providing an environment free from discrimination, harassment or racism
- promoting gender equity principles.
- providing a child safe and culturally safe environment.

This policy and any related policies above are designed to ensure that programs and services at Wyndham CEC:

- are accessible to eligible community members free of discrimination on the basis of a person's country of birth, language, culture, race, religion, political affiliation, age, gender, ability or disability or sexual orientation
- are responsive to community needs and individual circumstances understanding diverse circumstances of many, and use public resources efficiently
- deliver outcomes which are fair and equitable to those eligible to receive them
- are effective and meet the needs of clients and students from all backgrounds
- are accountable to Wyndham CEC's stakeholders
- actively promote equitable opportunities by creating an environment that is inclusive and supports or responds to the needs of vulnerable students such as First Nations, CALD, LGBTIQ+, those with a disability.

This policy relates to:

- students accessing education and training at Wyndham CEC
- clients accessing settlement and community services at Wyndham CEC
- staff and volunteers engaged by Wyndham CEC
- students enrolled in Wyndham CEC's School, Julia Gillard Community College

All Staff, Board members and volunteers are responsible for observing and fulfilling the intent of this policy and its procedures which will be disseminated throughout the organisation and available on SharePoint, (information management platform).

The CEO has responsibility for ensuring that the intent of this policy and the requirements of the following procedures are implemented across the organisation, including at the school. This policy and these procedures will be reviewed annually to

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ensure they continue-to comply with relevant state or federal legislation and/or regulations.

Procedure

In order to achieve the intent of this policy, Board members, staff and volunteers at Wyndham CEC will ensure that:

- As an employer, staff have equal access to advertised positions, interviews, equipment, office accommodation, training and promotion.
- Staff work respectfully with all, based on mutual understanding and awareness of cultural diversity, religious diversity and cultural sensitivity
- Staff use effective communication and engagement strategies with clients and students, especially with those for whom language, ability or participation are barriers
- Staff treat clients and students equitably, while acknowledging some community members will need greater levels of responsiveness to their particular circumstances and may need tailored design to provide equal access for all users
- Specific information is requested at enrolment (students) about special needs to facilitate full participation
- Clients and students are encouraged to meet their full potential regardless of ability, social, economic or educational participation
- Settlement prospects of refugees, and CALD communities are strengthened
- Educational programs, deliver equitable outcomes and-strengthen lives through educational participation, with programs designed to provide equal access
- A gender lens is applied when reviewing or creating policies and procedures
- A no-tolerance approach to child safety is maintained at all times.

Wyndham CEC management and senior staff (including School Senior Staff) will ensure that:

- Programs and services are equitably developed and delivered based on need and fairness
- Wyndham CEC staff will, where feasible, have adequate support and training to provide services and information accessible to communities
- This policy is reviewed annually and implemented across all service units
- Services are monitored for responsiveness and feedback mechanisms are provided
- Wyndham CEC's complaints and appeals mechanisms enable people to address issues and raise concerns about Wyndham CEC's performance if they believe they have been adversely affected
- Issues are responded to in a timely way
- Cultural competency of staff is developed and promoted through training opportunities and professional development

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- People from diverse backgrounds are encouraged to apply for staff and Board positions to improve the effectiveness of the organisation
- The community is consulted for feedback about services and progress
- Responses are improved by working collaboratively with stakeholders
- Access to Wyndham CEC facilities and services includes fair and appropriate allocation of resources, opportunities and quality services
- The needs of clients from CALD backgrounds are considered through the use of interpreters or bicultural workers
- Relevant materials and information made publicly available are accessible and where necessary, communicated appropriately to people from a range of CALD backgrounds
- Consultation with other service providers and government agencies occurs when appropriate, to ensure co-ordination of services appropriate to individual needs.
- Families and communities are involved in efforts to keep children and young people safe
- There is a focus on cultural safety for any First Nations students or clients accessing the School or Community Services.
- Strong governance systems and processes work to keep children and young people safe and empowered.

Related documents

Legislation: Education and Training Reform Act 2006 (Vic), Equal Opportunity Act 2010 (Vic), Occupational Health and Safety Act 2004 (Vic), Charter of Human Rights and Responsibilities Act 2006 (Vic), Disability Act 2006 (Vic), Disability Regulations 2007 (Vic), Information Privacy Act 2000 (Vic), Health Records Act 2001 (Vic), Racial and Religious Tolerance Act 2001 (Vic), Disability Discrimination Act 1992 (Com), Disability Services Standards (FaCSIA) 2007 (Com), Racial Discrimination Act 1975 (Com), Human Rights and Equal Opportunity Commission Act 1986 (Com), Privacy Act 1988 (Com), Age Discrimination Act 2004 (Com), Sex Discrimination Act 1984 (Com), Privacy and Data Protection Act 2014 (Vic), Corporations Act 2001 (Cth), Gender Equality Act 2020 (Vic), Child Wellbeing and Safety Act 2005 (Vic), Worker Screening Act 2020 (Vic), Children, Youth and Families Act 2005 (Vic), Commission for Children and Young People Act 2012 (Vic), Crimes Act 1958 (Vic), Crimes Amendment (Protection of Children) (VIC) Act 2014

Policies: Complaints and Appeals Policy & Procedure, Grievance Policy & Procedure, Quality Management and Continuous Improvement Policy & Procedure, OH&S Policy & Procedure, Harassment, Victimisation and Bullying Policy & Procedure, Cyber Bullying Policy & Procedure, Equal Employment Opportunity Policy & Procedure, Privacy Policy & Procedure, Whistle-blower Policy & Procedure, Gender Equity Policy & Procedure, Response to disclosure of Family Violence Policy & Procedure, Child Safety and Wellbeing Policy & Procedure, School Discipline Policy & Procedure

Other: - Constitution, Strategic Plan 2022-2026, Skills First VET Funding Contract, Codes of Conduct, Disability Action Plan (DAP), Child Safety and Wellbeing Code of Conduct, Code of

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Conduct for Staff, Code of Ethics, Student Code of Conduct, Child Safe Standards, DJSIR Fact Sheet – Disallowed Persons.

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