



45 Moreland Street  
Footscray VIC. 3011  
RTO: 6291

## DISABILITY ACTION PLAN

This Action plan has been developed to meet the requirements of the Commonwealth Disability Discrimination Act (1992) and the Disability Standards for Education (2005). The plan will be reviewed annually by the staff to ensure that it meets both the intention of the Mission Statement and the legal requirements of the Disability Discrimination Act Education Standards.

### POLICY CONTEXT

Footscray Community Arts Centre (FCAC) is a leader in contemporary community-based art. We are a place of excellence where artists and communities come together to create, experience, and enjoy art.

Our vision and mission are articulated in terms of the three dimensions of our purpose – our work as a ‘producer’, ‘enabler’ and ‘space’.

### Vision

FCAC envisages a society in which:

- artists and communities collaborate to produce outstanding art
- the arts belong to us all
- places exist for artists and communities to thrive.

### Mission

Our place in this society is to:

- engage with our world to produce outstanding art
- invite everyone to participate
- be a vibrant centre of activity.

In setting this vision, we are aspiring to be Victoria’s flagship organisation for community-based art – and the organisation of choice for our state’s major arts organisations in engaging with communities.

## DISABILITY ACTION PLAN

### ***Disability Policy***

Footscray Community Arts Centre (FCAC) aims to provide a Community Access Centre where people of all abilities can attend classes, groups and activities of their choice. As responsible class members they have the opportunity to work at their own level. By doing so, people of all abilities gain social and living skills in the Community. Our aim is to look at the ability first, before the disability. FCAC and all members of FCAC's community are asked to give their time and energy willingly to this idea. See FCAC P&P manual

### ***Access, Equity and Cultural Diversity***

Footscray Community Arts Centre aims to ensure that individuals have equal opportunity to participate effectively in programs, services and planning regardless of age, gender, indigenous culture, ethnic origin, (dis)ability, economic circumstance, religious or political affiliation, and whatever their literacy or numeracy skills. It aims to ensure that all people are treated fairly within the organisation, including a management level, in staffing, and in the services or programs it delivers. Its goal is to encourage the participation of people from diverse cultural, linguistic and religious backgrounds, as well as people from minority and disadvantaged groups in the activities, planning and decision making of this centre.

## FOOTSCRAY COMMUNITY ARTS CENTRE

### ***Profile***

In 1974, a group of community activists ran a successful campaign to state and federal arts funding bodies to establish an arts centre for Footscray's under-privileged communities. This creation of a community arts centre was unique for Australia at the time, and extraordinary for the western region of Melbourne which lacked so much basic infrastructure, including adequate transport systems and recreation facilities. FCAC has since received widespread national recognition for its pioneering advancement of community arts/community cultural development (CCD) and multicultural arts in Australia.

Footscray Community Arts Centre runs a wide variety of weekly workshops programs, specialist presentations and large scale annual projects. Specifically;

- ArtLife program – 5 day per week, day program for adults with an intellectual disability
- Art Day West – 1 day per week, day program for adults with an intellectual disability
- Workshops program – multifaceted program running on a school term basis
- Holiday program – arts based program running during school holidays
- Music concerts – culturally specific music program, presented monthly
- Large scale projects – community arts based program, presented at FCAC and in the wider community, often partnering with other organisations.

## DISABILITY ACTION PLAN

### DisAbility Action Plan

Area	Objective	Strategy	Time frame	Resources	Responsible person	Performance indicators	Evaluation
<b>Physical Access</b>	To ensure maintained and, where required, upgraded to provide equity of access	DDA assessment as part of facility redevelopment – Performance Centre	October 2007	Performance Centre Architect, Centre staff and project manager	Project manager	Assessment complete, recommendations included in plans	Completed building incorporates all recommendations
		DDA assessment as part of facility redevelopment – kitchen Henderson House	October 2007	Performance Centre Architect, Centre staff and project manager	Project manager	Assessment complete, recommendations included in plans	Completed building incorporates all recommendations
		Consult with users and staff in relation to practical access issues	Ongoing	Regular meeting opportunities Open lines of communication	ArtLife and Art Day West program manager	Regular meeting occur Staff feedback that open lines of communication are in place	Reported as part of FCAC annual report statistics
		DDA assessment as part of future planning - ongoing	Ongoing	Staff and participants and external DDA consultant	Operations Manager	Assessment s scheduled into planning	Assessments complete
<b>Enrolment</b>	To ensure that people with disabilities are aware of the activities that are offered and that people with disabilities are able to enrol without barriers.	Widest possible dissemination of material about ArtLife and Art Day West programs	Ongoing	Graphic Designer and photographer	ArtLife and Art Day West program manager & Communications Manager	Both programs are represented on FCAC website	Increased enquiries

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Enrolment	To ensure that people with disabilities are aware of the activities that are offered and that people with disabilities are able to enrol without barriers.	Telephone interpreter service in collaboration with the Maribyrnong Council	December 2007	Maribyrnong Council	Community Relations Manager	Tested and evaluated by at least two people	Telephone interpretative service for FCAC service users
		Visit participants onsite	Each Term	Staff training / information session	ArtLife and Art Day West program manager and Workshop program Manager	Visits scheduled into program timetable	Participant satisfaction
		Talk through enrolment on phone or face to face as required	Each Term	Staff Training	ArtLife and Art Day West program manager and Workshop program Manager	Enrolment process discussed and competed	All enrolment forms completed
		Larger print enrolment forms	December 2007	Staff training	ArtLife and Art Day West program manager and Informations and Communication Technology Manager	Template for forms is developed	A standard enrolment form is used for Artlife/ Art Day West and Workshop programs
		Plain English forms	December 2007	Compic software	Informations and Communication Technology Manager	Compic software is purchased	Participant satisfaction
		Fee exemptions per Ministerial Fees and Charges guidelines P&P manual	Ongoing	Nil	Workshop Coordinator	Guidelines adhered to	Annual self assessment audit

## DISABILITY ACTION PLAN

	To ensure all service users are able to provide information about any disability within a confidential secure environment	Face to face interviews with coordinator/s (ArtLife and Workshop)	Ongoing	Support needs Form	ArtLife and Art Day West program manager and Workshop program Manager	All personal information forms are handled in a confidential manner	Duty of care requirements are met.
		Face to face interviews conducted in non-public spaces	Each Term	Private meeting space	ArtLife and Art Day West program manager and Workshop program Manager	Availability of private space	Participant satisfaction
		Comply with DHS guidelines – Disability Act 2006	July 2009	Staff training	ArtLife and Art Day West program manager	Increase staff awareness	DHS annual audit
<b>Participation &amp; Student Support</b>	To ensure that staff have the skills to work effectively with people with a disability	Staff training annually	Ongoing	Within existing resources	Programs Manager	Attendance at training sessions	Skills audit
		Quarterly (term) meetings with management, staff and casual tutors	Each term	Staff meeting	Programs Manager	Attendance at sessions	Training agenda item
	Communication about internal and external support systems for participants	Regular meetings of casual staff	Each term	Within existing resources	ArtLife and Art Day West program manager and Workshop program	Increased communication	Participant satisfaction
		Information distributed to participants/carers	Monthly	Within existing resources	Programming team	Information distributed in a timely manner	Participant satisfaction
	To ensure all participants with disabilities are able to participate in learning experiences on the	Keyboards for people with a disability	December 2007	Keyboards	ArtLife and Art Day West program manager	Keyboards purchased	At least 2 keyboards purchased

## DISABILITY ACTION PLAN

	same basis as a participant without a disability.						
		Adaptive equipment eg Kitchen equipment such as lipped plates	October 2007	Lipped plates, easy grip cutlery	Operations manager	Equipment purchased	Participant satisfaction
		Consult with carer and participants re special requirements	Ongoing	Within existing resources	ArtLife and Art Day West program manager and Workshop program	Needs analysis completed	Participant satisfaction
<b>Curriculum Development, Accreditation &amp; Delivery</b>	To ensure that participants with a disability will not be disadvantaged by the course curriculum & delivery strategy	Ongoing meetings with people with disabilities monthly meetings comments and complaints what's coming up what changes will be made	Ongoing	Within existing resources	ArtLife and Art Day West program manager	Minutes	Annual self assessment audit completed
		Feedback mechanism	October 2007	Within existing resources	ArtLife and Art Day West program manager	Consumer friendly comments/complaints process	Participant satisfaction
		Consult with tutors re reasonable adjustments	As required	Within existing resources	Programming team	Consultation completed	Staff awareness
<b>Harassment &amp; Victimisation</b>	To provide a learning environment that is free of harassment, Victimisation and discrimination	Annually review policies and procedures see FCAC Harassment and Bullying policy	Annually	Within existing resources	Management	Consultation completed	Number of complaints
		Communication of Harassment and Bullying policy to all staff Complaints mechanism see p& p manual		Within existing resources	Operations manager and Programming team	Consultation completed	Staff awareness



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