

Funds in Court

Access and Inclusion Plan *Summary – Easy English*



July 2016 – 2020



Funds in Court
Supreme Court of Victoria
210 William Street
Melbourne Victoria 3000
<http://www.fundsincourt.vic.gov.au>



The Access and Inclusion Plan for Funds in Court is called the **Funds in Court Access and Inclusion Plan 2016-2020**. In this booklet, we call it **the plan** or **this plan**.

There are **five** areas in this plan.
There is work to do in each area.
We will measure how well that work is done.

The first time we use a hard word it is **blue**. We will write what the hard word means.

The plan is to help our **beneficiaries**:

- Get **goods and services** and use **facilities** at Funds in Court.
- **Participate** in the community and at Funds in Court.
- Be free from **discrimination**.

A beneficiary is someone whose funds are managed by Funds in Court.

Examples of goods and services are activities and information like brochures.

Facilities means buildings.

Participate means to join in.

Discrimination is when another person treats another person unfairly.

1. Supported Decision Making

We will help beneficiaries be a part of the choices made at Funds in Court.

How?



- The **Beneficiary Advisory Committee**, the **Human Rights Working Group** and the **Beneficiary Focus Group** will talk about important issues.

We will ask the groups about **inclusion** and participation. We will use their advice to help promote inclusion and participation.

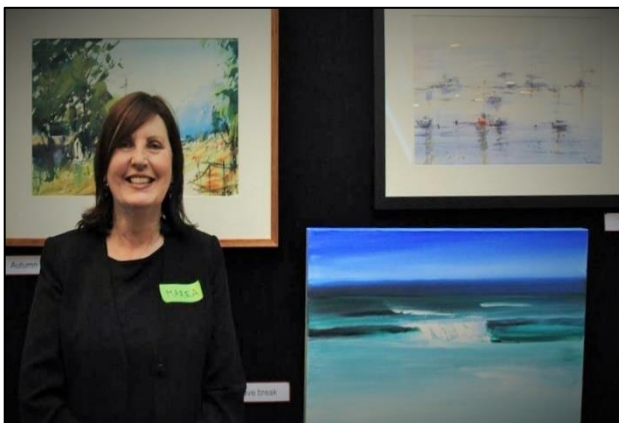
Inclusion is when you are included in something.

Participation is when you join in.



- Other groups that work with people with disability will come in to speak to beneficiaries. We will make it easier for beneficiaries to take part in **opportunities** presented by those groups.

Opportunities are when you get the chance to do something.





- Client Liaison Officers and Trust Officers will continue to visit beneficiaries regularly and link them with any services they need.

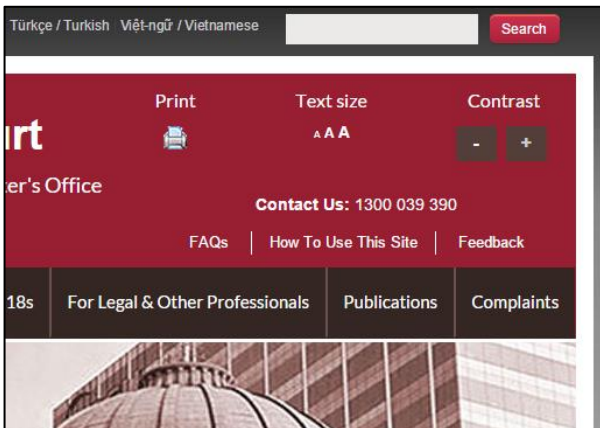


- Funds in Court will think about the needs of beneficiaries when something new is being developed

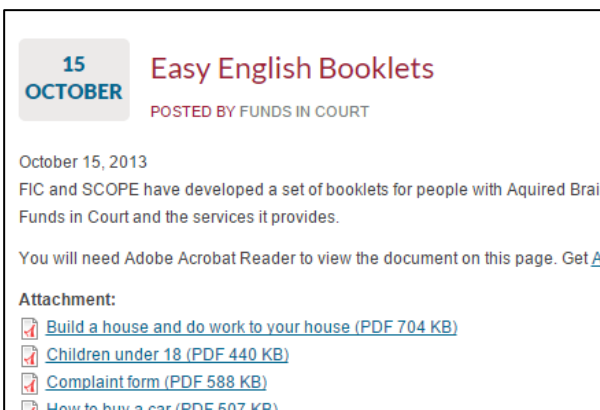
2. Information and Communication

We will make sure that beneficiaries can access Funds in Court services, and that Funds in Court staff understand disability.

How?



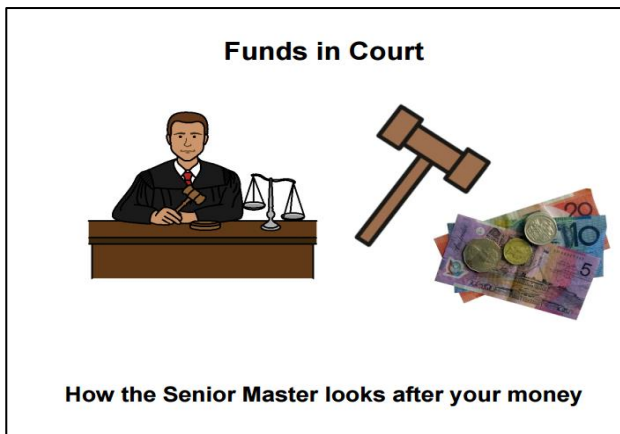
- The Funds in Court website is **accessible**. This means things like being able to make the writing bigger if you have trouble seeing or using BrowseAloud if you have trouble hearing.



- People will be able to download Funds in Court information in Easy English.



- Funds in Court staff will know about disability and how to help people with disability.



- Funds in Court will tell the beneficiaries about how their money is being invested in a way that is easy to understand.



- We will help our Funds in Court staff to work even better with our beneficiaries. Our staff will keep being a great example of talking in a way that is warm and friendly and how to treat everyone with respect.

3. Supporting an Inclusive Society

Funds in Court will make sure people know about disability issues and make it easy for people in the community to come together to support disability.

How?



- Funds in Court will collect **feedback** about events to make the next one better for people with disabilities.

Feedback means to find out what people thought of the event and how it could be better.



- People with disability will help plan events.



- We will celebrate the achievements of people with disability at the Inspire Awards® each year and hold the Embrace event every two years for beneficiaries.



- All events will be accessible. This means things like having ramps for wheelchairs and disabled bathrooms.



- We will show the courts, lawyers and legal workers better ways to help our beneficiaries.



- We will work with our beneficiaries and for our beneficiaries to advocate for:
 - Better government laws
 - A fairer society
 - Better access to public life
 - Health
 - Justice

4. Accessibility

The Funds in Court building is easy to use for people with a disability.

How?



- There are lifts, disabled toilets and wheelchair ramps in the Funds in Court building.



- We will look at the signs and maps in the Funds in Court building each year and change them if we need to.



- We will keep meeting Access Standards and all new offices will also meet Access Standards.

5. Non-Discriminatory Employment Practices

We will keep being an Equal Opportunity Employer which means that we won't discriminate against someone because of their race, gender, religion, disability, etc.

How?



- We will make sure Funds in Court staff know the process to change the workplace for people with a disability.



- We will also make sure **reasonable adjustments** are in place for beneficiaries/staff before they visit Funds in Court or contribute to our events.

Reasonable means fair for everyone.

An adjustment is when you change something.



- We will check that our rules for hiring people are inclusive and accessible.



- We will make sure Funds in Court staff are comfortable telling Managers about their disability and their needs.

We will look at the plan again.

All staff will do a survey about this plan.
Managers will make sure we follow the plan.

The Senior Master is the boss at Funds in Court and they will follow up with our managers each year to see how to plan progresses.

Funds in Court will

- Report progress to the Human Rights Advisory Committee.
- Get feedback.
- Add information to our website.

Contact Us

Go to our website.

<http://www.fundsincourt.vic.gov.au/>

Call 1300 039 390

Is English hard for you?

Do you speak a different language?

Call 1300 152 494.

Is your speech hard to understand?

You can use the NRS Speak and Listen.

Call 1300 555 727.

Then give the number 1300 039 390

Are you deaf or hearing impaired?

Call 1300 289 621.

Send us an email.

fic@supremecourt.vic.gov.au