# Access to information

## Policy

People with disability, their families and allies have the same rights as other community members to access public information about *futures in sight* and the work that we do.

## Scope

People *futures in sight* supports and *futures in sight* Partners, Employees, Contractors, Volunteers and Advisory Panel members

## Legislation

* Community Relations Commission and Principles of Multiculturalism Act 2000 (NSW)
* Disability Services Act 1993 (NSW)
* Disability Discrimination Act 1992 (Commonwealth)
* NDIS ACT 2013

## Principles

People with disability have the right to expect that as far as possible, information about *futures in sight* is made available in formats that work for them.

This includes written information as well as our website.

When we begin working with you, we will provide you with a document called “things you need to know about your agreement with *futures in sight”*; we will also provide you with a link to (and if requested a printed version of) the People We Support Handbook. These documents include summarised information about our policies and how we work in relation you:

* Privacy, dignity and confidentiality
* Complaints and feedback
* *futures in sight* NDIS registered services
* a bit about who we are
* how we work with you to achieve your goals
* your rights and responsibilities
* our responsibilities and rights
* decision making and choice
* Dignity of Risk and duty of care

*futures in sight* is committed to producing our printed and electronic public information in clear and easy to understand formats.

On request from people with specific communication requirements, we can provide information in alternative formats such as audio or large print. Please ask us if you need information in another format.

If you need information in a format that we are not able to provide, we will refer you to organisations who can help you to make our documents accessible to you including interpreting services.

If you need to communicate with us through an interpreter, we will arrange a telephone Interpreter or a national relay interpreter for you.

## Review

This policy will be reviewed on a two-yearly basis.

However, if at any time the legislative, policy or funding environment is so altered that the policy is no longer appropriate in its current form, the policy shall be reviewed immediately and amended accordingly.

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| Signed by all Partners |  |  |  |
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