

Fair Access Action Plan Template

This template is designed to support **Steps 3-5** in relation to **Fair Access Action 1: Assess opportunities and identify actions for implementing fair access**

The City of Greater Bendigo's *Fair Access Policy* and *Fair Access Action Plan* aims to increase participation in sport and active recreation for everyone, in particular women, girls and under-represented groups. The intent of developing an Action Plan is to clearly set and communicate the values and direction of the organisation for all members.

It is best to undertake this process with a sub-committee. The sub-committee should include a few committee members as well as some people from the broader organisation to capture diverse

experiences and opinions (e.g. people of different genders, ages, cultural backgrounds, abilities, religions and sexual orientations).

If your organisation can, surveying your members prior to completing the self-assessment tool and preparing an Action Plan after, will allow you to have a stronger understanding of what is important to your members and to make your organisation's direction clear to all members.

Visit the [City's website](#) for further information, templates and the Self-Assessment Tool.

BENEFICIAL STEPS	
Survey	Step 1 Survey community or members
ESSENTIAL STEPS	
Assess	Step 2 Complete the Fair Access Self-Assessment Tool
Communicate Actions	Step 3 Fill out the Fair Access Action Plan Template
	Step 4 Seek endorsement of the Action Plan through your organisation's committee/board
	Step 5 Share your organisation's Fair Access Action Plan publicly

Action Plan steps

- 1 As a sub-committee, use or adapt the *Fair Access Action Plan Template* on the [City's website](#).
- 2 Copy the actions you identified in the *Fair Access Self-Assessment Tool* across to the Action Plan.
- 3 Identify who will lead each action and when it is to be completed.
- 4 Include an organisation vision and/or guiding principles to form an agreed position on what is important to the organisation
- 5 Share the findings of your sub-committee with your organisation's committee/board, and seek endorsement for your plan to be adopted for the organisation.
- 6 Share your organisation's Action Plan publicly to clearly set the intent and values of the organisation for all members. This should be in simple English and easily accessible on your website or notice boards.

Organisation name:

Date:

Vision

A summary about the organisation regarding inclusion.

.....

.....

.....

Vision example

At [Organisation Name], we want to create an organisation that is available to everyone, so everyone can fully participate and reach their full potential.

Guiding principles

1.

.....

2.

.....

3.

.....

4.

.....

5.

.....

Guiding principle examples

- Safe, welcoming and inclusive organisation/facility
- Engagement to reflect what our members and broader community value
- Everyone can fully participate and reach their full potential
- Supportive community to play, compete and have fun
- Have a clear organisation culture of inclusion
- Have diverse membership and leadership that reflect the broader community
- Demonstrate our organisation values in everything we do

Actions

Consider removing who and when columns for public version, but it is important for the committee to be clear on how the actions will be delivered.

	Actions	Who	When
1. Governance and culture			
2. Leaders, volunteers and paid positions			
3. Participation			
4. Promotion and recruitment			
5. Facilities and resources			