

# Community Broadcasting Foundation

## Diversity, Access & Equity Policy

<b>Created</b>	February 2014
<b>Approval Authority</b>	CBF Board
<b>Advisory Committee</b>	Audit Risk Management (ARM) Committee
<b>Approval date</b>	22 February 2014
<b>Last Reviewed</b>	26 October 2021 (ARM Committee) 19 November 2021 (CBF Board)
<b>Next review date</b>	August 2023

## Policy

The Community Broadcasting Foundation affirms and aims to reflect within its culture, organisational structure and grant programs the community broadcasting sector's principles of diversity, access, and equity.

## Background

In order to best meet and support the needs of the community broadcasting sector, the CBF strives to ensure that all stakeholders have equal access to relevant CBF information, services and opportunities, and that its culture and management systems are aligned with these principles.

Diversity refers to the visible and invisible differences that exist between people, such as gender, culture, ethnicity, physical and mental ability, sexual orientation, age, economic status, language, faith, nationality, education, geographical location, and family/marital status. It also refers to diverse ways of thinking and ways of working.

The CBF is committed not only to complying with applicable law such as the Disability Discrimination Act 1992 and Human Rights and Equal Opportunity Commission Act 1986 in all of its operations but aspires to set an example for the community broadcasting sector and the broader community by promoting and embracing diversity and cultural sensitivity, and by fostering anti-discrimination awareness and behaviour amongst staff and volunteers in our commitment to achieving social justice and a thriving community media sector.

## Practices

The practices and procedures outlined below provide an organisational framework to:

- Ensure the membership of the CBF's Board and Committees are appropriately diverse and to establish how these objectives can be met and measured.
- Bring together the different accountabilities involved in different areas of accessibility, and to clarify the nature of these responsibilities in each area.
- Integrate a philosophy of equity into all the organisation's activities and to establish and promote accessible practices in our operations.
- Consider the principles of diversity when designing grants programs, including the prioritisation of inclusion, access and equity in relation to community media content, development and operations.

The Community Broadcasting Foundation respects and values the advantages of diversity and the benefits that flow from the integration of diversity principles throughout its culture and management structures.

The CBF seeks to add to, nurture and develop itself through the collective skills and diverse experience and attributes of the members of its Board and Committees through a blend of skills, experiences, perspectives, styles, and attributes including their culture, gender, age and geographic location.

While not limited to the following groups, current priorities for affirmative action within leadership structures at the CBF include:

- Aboriginal and Torres Strait Islander peoples
- Women
- People with culturally and linguistically diverse backgrounds

- People with a disability
- Gay, Lesbian, Bisexual, Transgender, and Intersex people
- Young people
- People from non-metropolitan areas

The Community Broadcasting Foundation promotes diversity, supports equal rights, and does not advocate, support, or practice discrimination based on race, religion, age, national origin, language, gender, sexual orientation, or mental or physical handicap or disability, except where affirmative action may be required to redress disadvantage. The CBF will make all reasonable efforts to allow people who experience difficulty accessing our information and services to overcome any impediments.

The Foundation commits itself to:

- **Diversity and inclusion:** The CBF will develop strategies, initiatives, and programs to promote diversity and inclusion on its Board and Committees.
  - **Gender diversity:** The CBF is committed to achieving gender balance on its Board and Committees and will set and publish measurable objectives and targets to achieve gender balance. The CBF's gender balance target is to maintain 40 per cent men, 40 per cent women and 20 per cent any or no gender, including those who identify as gender diverse, for CBF Boards and Committees.
  - **Diverse appointments:** The CBF will set and publish procedures to achieve diversity of appointments on its Board, Committees and Assessor Team.
  - **Cultural safety training:** All CBF Directors, Committee members and staff will be provided with and are required to complete cultural awareness training unless exempted due to cultural background, prior experience or learning. All CBF volunteers are also offered this training opportunity.
- **Reconciliation:** The CBF supports the *Australian Declaration Towards Reconciliation*. The CBF further supports the National Strategies to Advance Reconciliation, as proposed by the Council for Aboriginal Reconciliation and the work of Reconciliation Australia.
- **Access and Equity:** ensuring our information and services are available to everyone who is entitled to them, free from discrimination. Services will be developed and delivered on the basis of fair treatment of all stakeholders.
- **Communication:** using all necessary and cost-effective strategies to inform eligible applicants of available opportunities, and to provide information in forms that are accessible to people with different abilities or from diverse cultural and linguistic backgrounds.
- **Consultation and Responsiveness:** remaining sensitive to the needs and requirements of stakeholders with different abilities or from diverse cultural and linguistic backgrounds; consulting with stakeholders about the adequacy, design, and standard of services; and being responsive as far as practicable to the particular circumstances of individuals.

## Procedures

1. Promote diversity and inclusion in the membership of the CBF Board and Committees.
  - a. Recruitment practices and succession planning:
    - i. Prior to promoting vacancies or opportunities, conduct a diversity audit of the relevant Committee and determine whether there are any unrepresented groups or skills gaps.
    - ii. Effort should be made to identify prospective appointees who have relevant diversity attributes. Under-represented groups will be particularly targeted for professional development and within the promotion of vacancies or for other opportunities where relevant, with reference to the published Diversity, Access & Equity Policy.
    - iii. Collect information within application / nomination processes in order to affect the diversity policy. (See Privacy Policy)

- iv. Ensure that selection processes, including appointment committees for Board, Committee (and staff) appointments, meet diversity principles. For example: interview panels should, to the degree feasible, include a diversity of backgrounds and be gender balanced. Shortlists for prospective appointees should include at least one male and one female candidate.
  - b. Accountability:
    - i. Establish a benchmark for targeted groups and track and publish progress towards achieving diversity within the CBF annual report.
    - ii. Publish a de-identified diversity matrix of the CBF Board of Directors on the CBF website.
2. The CBF shall place high value on diversity, access and equity in relation to its grants programs which will be reflected in grant guidelines and Grants Advisory Committee Terms of reference including the objective and priorities of funding.
3. All CBF staff shall, wherever feasible, have adequate support and training to develop and provide information and services accessible to all people. Staff shall, where necessary, receive ongoing cultural awareness or working with diversity training so that they develop knowledge and skills to work effectively to create a culturally safe and inclusive workplace.
4. In its role as an employer, the CBF will ensure all people have equal access to advertised positions, interviews, equipment, office accommodation, staff training and promotion.
5. CBF shall, wherever feasible, assess proposals for any new (or substantially revised) policies or programs for their direct impact on people from a range of cultural, linguistic and ability backgrounds prior to any decision to pursue such proposals. Any new (or substantially revised) policies or programs that impact in different ways on people from different cultural, linguistic and ability backgrounds shall, wherever feasible, be developed in consultation with people from those backgrounds or their representative organisations.
6. CBF shall provide resources so that publicly available and accessible information on its policies and programs is where necessary communicated appropriately to people from a range of cultural, linguistic and ability backgrounds, and especially to those identified as having a high impediments to access. We will:
  - a. Ensure our website and online grants management services comply with Web Content Accessibility Guidelines (WCAG) 2.0 AA as a minimum, and aim for 2.1 AA where we can.
  - b. Where necessary and feasible, provide for the special needs of clients diverse abilities by providing material in disability-appropriate formats, such as in a preferred file format to facilitate the most effective use of accessibility software, or in hard copy if preferred.
  - c. The provision and maintenance of current information in languages other than English is cost-prohibitive for an organisation of our size and capabilities, but where necessary and feasible we will provide for the special needs of clients from diverse cultural and linguistic backgrounds by providing material electronically to facilitate cost-effective language assistance through the use of interpreting software.
  - d. Where necessary and feasible, provide for the special needs of clients in remote areas on a case by case basis through developing liaison support arrangements and a flexible approach on the means of information provision.

### References and helpful links:

- Web Content Accessibility Guidelines (WCAG) 2.0: <http://www.w3.org/TR/WCAG20/>
- Google translate: <http://translate.google.com/>
- Australian Declaration Towards Reconciliation: <http://www.austlii.edu.au/au/other/IndigLRes/car/2000/12/pg3.htm>