**Working towards Gender and Disability Equality**

**A workbook to support disability services to take practical steps towards becoming a more gender and disability equitable organisation**

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## Acknowledgement of traditional owners

Women with Disabilities Victoria acknowledges the Australian Aboriginal and Torres Strait Islander peoples as the first inhabitants and traditional custodians of the lands on which we live and work. We pay our respects to ancestors and Elders, past and present. The WDV community is committed to honouring the unique cultural and spiritual relationship Aboriginal and Torres Strait Islander peoples have with the land and waters, and their rich contribution to society.

## Publication information

The resource was written by Olivia Franklin (WDV), Bianca Evans (WDV) and Claire Varley (Consultant).

It builds on the foundational work of organisations seeking to prevent violence against women in Australia, including Our Watch, VicHealth, ANROWS and the women’s health sector.

This resource was made possible through the ongoing support and funding from the Office for Women, Victoria Government.

Women with Disabilities Victoria would like to acknowledge the work of women’s and disability rights movements in Australia and internationally, as well as all the women with disabilities and their allies who have worked and fought to improve the rights of women with disabilities in the past.

## About Women with Disabilities Victoria

Women with Disabilities Victoria (WDV) is the peak body of women with disabilities in Victoria. Women with Disabilities Victoria:

* Provides systemic support, advocacy and resources to women with disabilities in leadership roles
* Works with community services and organisations to ensure they are inclusive of women with disabilities
* Ensures services for people with disabilities consider a gender perspective that is responsive to women with disabilities
* Works in partnership with other disability and women’s organisations
* Encourages and undertakes research on issues affecting women with disabilities
* Provides a voice for women with disabilities to influence government policy and legislation

We are an organisation of women with disabilities in Victoria with a diverse and growing membership. Our members have a range of disabilities, backgrounds, lifestyles and ages.

Our vision

A world where all women are respected and can fully experience life.

## About the Workforce Development Program on Gender and Disability

A primary prevention strategy which aims to prevent violence against women with disabilities, improve gender and disability equitable service practice and ultimately improve the status and opportunities of women with disabilities.

This program provides social services and disability organisations with training, consultation, and resources in:

* Gender and disability intersectionality
* Prevention of violence against women with disabilities
* Gender and disability equitable practice
* Becoming a gender & disability equitable organisation

Fundamental to this program is our co-design, development and facilitation model. This model brings together women with disabilities and prevention partners to ensure high quality training design, development, implementation and delivery from both a lived experience perspective and a violence prevention perspective.

The program is evidence-based aligning with the latest research on disability, Our Watch’s Change the Story Framework and the fundamental contributor section of the Preventing Family Violence & Violence against Women Capability Framework.

The program works with women with disabilities, social service and government organisations and workforces to increase awareness and capacity to prevent violence against women with disabilities. It does this by implementing cultural change strategies and delivering gender and disability equitable, responsive and inclusive services.

For more information about the program or to engage Women with Disabilities Victoria to provide training to your organisation, please contact (03) 9286 7800 or email your inquiry to [wdv@wdv.org.au](mailto:Bianca.Evans@wdv.org.au).

### Our Training Options

WDV have a range of violence prevention workforce training options. These include webinars, online training sessions and face to face. We offer tailoring of training to your organisational needs and set training throughout the year. Length and purpose of training vary based on training goals.

For further information on the above programs or to enquire about training for your organisation, please contact Gender and Disability Project Officer Olivia Franklin at [olivia.franklin@wdv.org.au](mailto:olivia.franklin@wdv.org.au).

### Training Purpose

* Raise **awareness** of gender and disability inequality and drivers of violence against women
* **Promote human rights** and improve the status and quality of life for women and men with disabilities
* Apply a **gender and disability lens** to practices
* Identify and **develop strategies** to address gender and disability inequality and stop violence against women with disabilities.

## Content Disclaimer

This workbook contains references to discrimination and violence against women and people with disabilities. These topics may make you feel uncomfortable, or even be triggering for some people. If this is the case, you might like to contact 1800 Respect for a confidential debrief. You can access their services online or by phone on 1800 737 732.

## About this workbook

We all want a world where everyone is safe and equal, and where all people have access to the same opportunities and resources. Unfortunately, we know that this is not the case and many people experience discrimination and inequality based on their gender, disability, race, culture and other factors.

An equity approach recognises that in order to address these current imbalances, specific action is required to direct resources and attention towards those who are currently missing out. The result is a fairer, more equal world for all people.

This workbook provides a starting point to help you identify opportunities to promote gender and disability equality within your organisation. It outlines ten practical actions your organisation can take towards becoming a more gender and disability equitable organisation. After each action, prompts are provided to help reflect on what you have just learnt and start to consider how this might apply to your own workplace.

Effectively implementing the ten actions in your organisation will require a whole-of-organisation approach. This means that commitment to change should be seen across all levels of the organisation. You should take time to consider who you will need buy in from to support each action, as well as what resources will be required to achieve it.

## Why are we working to Prevent Violence Against Women with Disabilities?

Women with disabilities experience at least twice the amount of violence as women without disabilities. Women with disabilities are more likely to experience violence by multiple perpetrators, and over longer periods of time than women without disabilities.

In addition to the kinds of violence experienced by other women, women with disabilities also experience disability-based violence, including rough-handling, neglect, and denial of mobility and communication aids or medication.

Gender-based and disability-based discrimination intersect and increase the risk of violence for women with disabilities. Like many other groups such as Aboriginal and Torres Strait Islanders, multicultural communities, LGBTQI+ communities and older Australians, women with disabilities also experience additional barriers to accessing support services.

**Violence and discrimination are preventable.**

## Why do we want to work towards being a gender and disability equitable organisation?

Being gender and disability equitable means that all people can feel safe, included, and accepted within your organisation. This kind of organisation change is a vital step in eradicating gender and disability discrimination and inequality, which ultimately drives violence against women with disabilities.

By taking these actions, your organisation is working towards a world where all women are respected and can live free from violence. You are also creating the opportunity for your organisation to benefit from the wealth of knowledge, lived experience and diversity that women with disabilities bring.

## Taking action

As you work through this workbook, consider ways that you might be able to improve your organisation, programs, services and practice. There are a number of ways forward. We have provided 10 actions for consideration to help get you started.

* You might like to start by picking one action overall or one action from each section that you can get started on right away.
* You might also like to identify which actions require more time and effort and plan out what steps need to occur for this action to take place.
* Think about who needs to be involved in order to give the action credibility, authority and influence, and how to bring them on board. This includes ensuring the voices of women with disabilities are at the heart of how you undertake action in your workplace.
* You can start small and build up your actions – the most important thing is to start somewhere!

## Ten actions to become a more gender and disability equitable organisation

1. We prioritise and resource ongoing action to promote gender and disability equality
2. We value the voices and expertise of those most impacted by discrimination and inequity in guiding our gender and disability equity action
3. We have best practice family violence policies and procedures to support staff, including clear, accessible disclosure pathways and paid family violence leave in our enterprise bargaining agreements
4. Our workplace culture has zero tolerance for harassment, bullying or discrimination
5. All our staff are trained in understanding gender and disability inequality and feel confident taking action to address it
6. We proactively foster a welcoming and inclusive working environment that encourages staff to access flexible working arrangements in order to successfully perform their roles
7. We challenge stereotypes and traditional gender roles in the workplace
8. Our commitment to becoming a gender and disability equitable organisation is reflected in our internal and external communications
9. Our commitment to workplace diversity is reflected in our recruitment policies, practices, and strategies, such as targeted recruitment campaigns and quotas
10. Our recruitment processes are safe, inclusive and accessible for women and people with disabilities.

#### Action 1: We prioritise and resource ongoing action to promote gender and disability equality.

Ongoing action and staff engagement are necessary to embed and sustain progress towards gender and disability equity in your organisation.

* A good starting point is to identify a group of committed staff members to lead equity work within the organisation, ensuring this team reflects a range of genders and abilities.
* Ensure they have the time, resources and managerial support or mandate to work effectively and engage other staff.
* Include gender and disability equity on the agenda in staff meetings, send out whole-of-organisation communications on upcoming staff equity initiatives and activities, celebrate successes and progress towards goals.

##### Think about:

* How might this action be implemented in your workplace?
* Who needs to be involved and what resources would be required?
* What kind of additional information or training do you need to take action?

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#### Action 2: We value the voices and expertise of those most impacted by discrimination and inequity in guiding our gender and disability equity action

The voices of those most impacted by discrimination and inequity need to be represented at all levels in the work. They need an active role in shaping how the organisation takes action.

* Consider how to engage and consult with a range of people, including women with disabilities, Aboriginal and Torres Strait Islander women, women from culturally and linguistically diverse communities, or members of the LGBTIQ community.
* Ensure consultation processes are respectful, accessible and empowering, and always pay your consultees for their time and expertise.

##### Think about:

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#### Action 3: We have best practice family violence policies and procedures to support staff

Family violence is prevalent across every part of Australian society. One in four women has experienced violence by an intimate partner, with significantly higher rates for women with disabilities. Family violence impacts workplaces in a range of ways, including lost productivity, increased unplanned leave and high staff turnover.

* Family violence policies and procedures need to be easily accessible for all staff. The policies need to clearly outline how staff who are directly or indirectly affected by family violence can access support and what changes to working arrangements they can access in order to keep safe.
* Adding or campaign for family violence leave in your enterprise agreement.
* Provide leadership staff additional training in how to appropriately manage any disclosures that occur in the workplace, including understanding how family violence impacts different population groups, such as women with disabilities, people from LGBTIQ communities, or women on temporary visas.

##### Think about:

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#### Action 4: Our workplace culture has zero tolerance for harassment, bullying or discrimination

It is important to create a work environment where all staff feel safe, welcome and accepted.

* This means a ‘zero tolerance’ approach to harassment, bullying and discrimination or abuse based on, for instance, someone’s sex, gender, disability, age, race, or sexuality.
* Have a clear, safe and accessible process for reporting and investigating reports of harassment and bullying and a culture that supports staff to access this.
* Educate staff on what harassment and bullying might look like, its impact on individuals and workplaces, and how this contributes to inequality and violence against women and people with disabilities in the workplace and beyond.

##### Think about:

* How might this action be implemented in your workplace?
* Who needs to be involved and what resources would be required?
* What kind of additional information or training do you need to take action?

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#### Action 5: All our staff are trained in understanding gender and disability inequality and feel confident taking action to address it

All staff should be aware of how gender and disability inequality can occur in your work and workplace, and what they can do to prevent this.

* This includes all staff having an understanding family violence, prevention and response, and access and inclusion.
* Professional development needs to be tailored to the specific needs of your workforce and delivered in a way that allows all staff to engage and participate fully.
* Training needs to stay current and should be part of the annual training calendar to refresh staff knowledge and ensure new staff are able to upskill.
* For success, training needs to be supported with a culture where staff feel supported and safe to take action to prevent or respond to gender and disability violence and discrimination in the workplace.

**Think about:**

* How might this action be implemented in your workplace?
* Who needs to be involved and what resources would be required?
* What kind of additional information or training do you need to take action?

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#### Action 6: We proactively foster a welcoming and inclusive working environment

An equity approach means recognising that different people will require different working arrangements in order to successfully perform their roles.

* Flexible working arrangements might mean changes to hours, patterns or location of work and can help employees better balance their work/life commitments and increase their productivity and efficiency.
* Flexible work conditions should be reflected across all your day-to-day operations, such as scheduling meetings so that all staff can attend, not expecting staff to work outside of hours and scheduling staff social events at times and locations that do not exclude staff with caring responsibilities or access requirements.
* Access and inclusion need to be considered in all aspects of the workplace including documents, policies, practices, events, communications, workstations and practice.

**Think about:**

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#### Action 7: We challenge stereotypes and traditional gender roles in the workplace

Challenging gender stereotypes and rigid gender roles at work helps promote a more gender equitable workplace.

* This includes making sure the division of labour doesn’t perpetuate traditional gender roles or stereotypes, whether formally or informally. For instance, consider your workforce composition and who holds senior or managerial positions. Is there a balance of men and women in senior roles? Does this include women from a range of cultural backgrounds, ages and disabilities?
* It is also important to look at the informal division of labour, such as who cleans the office kitchen, who takes minutes during meetings, and who undertakes additional unpaid work such as organising staff social events. If this does not reflect an equitable division of labour, it may require clear direction from management to ensure that women are not always tasked with undertaking this additional unpaid labour.
* Programs, groups and activities can be gendered and enforce or perpetuate stereotypes. Actively engage all participants/clients in all activities and remove barriers to participation.

##### Think about:

* How might this action be implemented in your workplace?
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#### Action 8: Our commitment to becoming a gender and disability equitable organisation is reflected in our internal and external communications

It is important that the organisation’s internal and external public image reflects your commitment to gender and disability equity.

* All communications, marketing, online activity, and anyone who publicly representing the organisation needs to reflect gender and disability equitable attitudes and practice at all times.
* Review your current communications and marketing to identify opportunities for improvement, including how you represent gender and disability in your imagery and advertising.
* Reflect on the use of language to ensure it meets best practice for inclusive language. This might mean updating or creating a style guide that reflects the standard you expect across all organisational communications.
* Support and encourage your partner organisations and those you do business with to reflect the same commitment and standards.

##### Think about:

* How might this action be implemented in your workplace?
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#### Action 9: Our commitment to workplace diversity is reflected in our recruitment policies, practices and strategies

Workplace diversity and equality have many benefits, including increased organisational performance, enhanced organisational reputation and the ability to attract and retain talented employees (Our Watch, 2020)

* Take active steps to help diversify your workforce, such as adopting affirmative action policies and quotas to increase the representation of women and people with disabilities across all levels of seniority.
* Look at your current workforce composition to identify areas for improvement, for instance, if your sector is male dominated, consider how to make your workplace more attractive to other applicants and target recruitment campaigns towards women.
* Ensure everyone involved in recruitment understands the value and benefits of a diverse workforce and challenge any unconscious biases they may hold, such as the belief that someone’s gender or disability makes them less suitable for a role.
* Make reasonable adjustments to support a person with a disability to do their job effectively (Australian Human Rights Commission 2020).

**Think about:**

* How might this action be implemented in your workplace?
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* What kind of additional information or training do you need to take action?

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#### Action 10: Our recruitment processes are safe, inclusive and accessible for women and people with disabilities.

Recruitment processes should ensure equitable opportunities for everyone and ensure no one is disadvantaged, excluded or discouraged from participating.

* Use gender neutral language in your position descriptions and advertising and encourage a diverse range of applicants, including women and people with disabilities.
* Ensure information is provided in a variety of formats for use with different forms of assistive technology.
* Prior to interviewing, ask all candidates if they have any access requirements and be willing to provide them with interview questions in advance to ensure people with disabilities are able to participate equitably.
* Where possible, try to ensure there is a gender balance on all interview panels.

Think about:

* How might this action be implemented in your workplace?
* Who needs to be involved and what resources would be required?
* What kind of additional information or training do you need to take action?

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## Where to go for training and resources

**Women with Disabilities Victoria** offers training and resources to support workplaces to be gender and disability equitable and prevent violence against women with disabilities. See page five of this workbook for information about the Workforce Development Program on Gender and Disability, or visit our website for information about other programs and resources [www.wdv.org.au](http://www.wdv.org.au/).

**Our Watch,** a national leader in the primary prevention of violence against women and their children in Australia. [www.ourwatch.org.au](http://www.ourwatch.org.au)

**Workplace Equality and Respect,** Our Watch’s hub to support workplaces to undertake a whole-of-organisation process to embedding gender equality and respect.<https://workplace.ourwatch.org.au/>

**Australia’s National Research Organisation for Women’s Safety (ANROWS),** the national research organisation on addressing violence against women and their children.[www.anrows.org.au](http://www.anrows.org.au)

**Domestic Violence Resource Centre Victoria (DVRCV),** a statewide Victorian organisation working to build the capability of professionals, organisations and systems to prevent and respond to violence against women.[www.dvrcv.org.au](http://www.dvrcv.org.au)

**Workplace Gender Equality Agency (WGEA),** the national statutory agency charged with promoting and improving gender equality in Australian workplaces. <https://www.wgea.gov.au/>

## Women with Disabilities Victoria Resources

You can find the below resources on the WDV ‘Preventing and Responding to Violence Against Women with Disabilities’ page:

[https://www.wdv.org.au/our-work/our-work-with-organisations/  
familyviolenceanddisabilityfilms/](https://www.wdv.org.au/our-work/our-work-with-organisations/familyviolenceanddisabilityfilms/)

* WDV External Referral Options
* Family Violence Response for Women with Disabilities - A guide for the disability workforce
* Family Violence Response for Women with Disabilities – A quick guide to safely managing disclosures
* Family Violence Films and Handouts

You can also view the Family Violence and Disability Films on YouTube:

* Introduction to Preventing and Responding to Family Violence <https://youtu.be/JULbgWPBNVw>
* Prevention of Domestic and Family Violence  
  <https://youtu.be/BVWSFWuxz-Y>
* Early Intervention in Domestic and Family Violence  
  <https://youtu.be/CimcWSxKo0Y>
* Responding to Domestic and Family Violence  
  <https://youtu.be/w2fs1m43Wwk>

The 16 Days of Activism Against Gender Based Violence runs from November 25, the International Day for Elimination of Violence Against Women, to December 10, Human Rights Day. For more information visit <https://16dayscampaign.org/>

In 2019, WDV’s 16 Days Campaign theme was ‘Disability Disrespect: Call it Out’ and focused on common micro-aggressions perpetrated against women with disabilities, and other forms of disrespectful and demeaning behaviour that women with disabilities experience regularly.

The campaign included a tip sheet titled 12 Principles of Respectful Communication with Women with Disabilities:

<https://www.wdv.org.au/wdv-communication-a4-poster_p1/>

It also included a Microaggressions: Experiences by women with disabilities section with visual tiles that describe one common micro-aggression towards women with disabilities.

You can view the campaign on the WDV website: <https://www.wdv.org.au/16dayscampaign/>

The Our Right to Safety and Respect Resources (Safeguards Project) are guidelines to help services develop effective violence and abuse prevention resources with and for women with disabilities. There is a video with an accompanying video guide for women with disabilities, to help them identify violence and abuse, get help and feel safe.

These resources can be found on the WDV website:  
<https://www.wdv.org.au/our-work/our-work-with-organisations/safeguards-project/>

In the suite of Our Right to Safety and Respect Resources there is:

* Our Right to Safety and Respect: Guidelines for developing resources with women with disabilities about safety from violence and abuse.
* Our Right to Safety and Respect: A video resource and video guide developed by and for women with disabilities about violence, abuse, safety, and respect.
* Our Right to Safety and Respect Video Resource – Audio Only
* Our Right to Safety and Respect Video Guide - Plain English version
* Our Right to Safety and Respect Video Guide – Easy English version
* Our Right to Safety and Respect Video Guide – Accessible PDF version
* Our Right to Safety and Respect Video Guide – Accessible Word version
* Our Right to Safety and Respect Video Guide – Braille version <https://www.wdv.org.au/our-work/our-work-with-organisations/safeguards/our-right-to-safety-and-respect-braille-versions/>
* Our Right to Safety and Respect Video Guide – Audible (MP3 chapters)
* Our Right to Safety and Respect Video Resource - with closed captions and Auslan (on YouTube).  
  <https://www.youtube.com/watch?v=4CzN9Hh3z2s&t=10s>
* Our Right to Safety and Respect Video Resource – Trailer with closed captions and Auslan (on YouTube) <https://youtu.be/rCmeeJfT2w8>
* Our Right to Safety and Respect Video Resource – Audio Description <https://www.youtube.com/watch?v=jabR5m98VDE>

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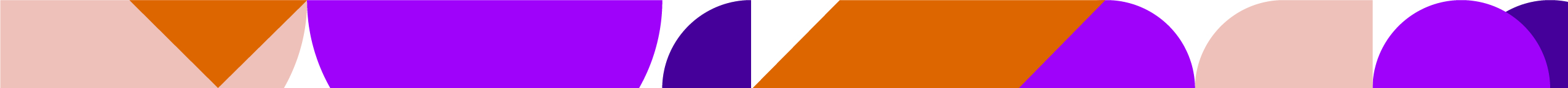
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la=en&hash=A7857CDBB45F5955AE88259EEC23A6979AB3938C](https://www.vichealth.vic.gov.au/media/ResourceCentre/PublicationsandResources/PVAW/GEAR-tools/Supporting-gender-equity-in-the-workplace.pdf?la=en&hash=A7857CDBB45F5955AE88259EEC23A6979AB3938C)

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