

# Henry Parkes Equity Resource Centre

## Information for users of meeting and conference facilities

The Henry Parkes Equity Resource Centre supports the development and implementation of equity programs in NSW government schools



### Henry Parkes Equity Resource Centre

Mimika Avenue Whalan NSW 2770

#### Centre hours

8:00 am to 5:00 pm M - W

9:00 am to 3:00 pm T - F

NOTE: The Centre is closed during the first week of the NSW public school holidays in Terms 1-3. Please see the library catalogue home page for December and January opening hours.

#### Enquiries and conference room bookings

Centre phone: 02 8808 1177

Centre fax: 02 8808 1171

Centre email:

[equity.sydney@det.nsw.edu.au](mailto:equity.sydney@det.nsw.edu.au)

#### Library membership, borrowing and enquiries

Library phone: 02 8808 1177

Library email:

[EquityResourceLibrary@det.nsw.edu.au](mailto:EquityResourceLibrary@det.nsw.edu.au)

Library website:

[henryparkes.softlinkhosting.com.au](http://henryparkes.softlinkhosting.com.au)

Return resources by mail to:

Henry Parkes Equity Resource Centre

Reply Paid 85615

Mimika Ave

Whalan NSW 2770

### About the Centre

The Henry Parkes Equity Resource Centre is managed by the NSW Department of Education.

The Centre is located in a refurbished building in the former Whalan High School site. A location map can be obtained on request.

The Centre includes:

- a resource library
- conference and meeting rooms
- kitchen
- administration area.

The site is shared with Kimberwalli (an initiative supporting young Aboriginal people in Western Sydney to transition from school to education and/or further employment), Halinda School and other community organisations.

### Bookings

Bookings can be made by telephone (02) 8808 1177, during normal opening hours.

Access to meeting and conference rooms are dependent on availability of rooms and staff. Please discuss your needs at the time of booking.

### Room layout

The conference room/s and meeting room furniture and equipment are set up in cabaret style. A room layout plan is located at the front of each room. Convenors are responsible for reorganising furniture and equipment to suit their needs and returning the room to the layout specified on the plan.

### Centre presentations

The Centre staff welcome the opportunity to inform groups about the library and resources through a short presentation. This can be set up at the time of booking.

### Parking

The car park is shared with other site users. When this car park is full, Centre visitors are able to park on designated areas in front of the entrance area. Visitors are asked to park only in the marked parking bays to allow for delivery vehicle access.

### Phone, fax and messages

Contact reception for the use of phone and fax facilities. Incoming faxes and phone messages for convenors and participants may be left by calling (02) 8808 1177.

### Room availability

The centre has a large conference room and a meeting room available on a full day or half day basis:

- The conference room can accommodate up to 60 people without tables (theatre style) and 42 at round tables (cabaret style).
- An operable wall in the conference room can be closed to form two smaller conference rooms that can accommodate 21 people cabaret style.
- The meeting room will accommodate up to 10 people.

### Available technology

As well as standard conference equipment such as flip charts and white boards, the Centre has modern conferencing technology including video conferencing, interactive white boards, data projector and laptop and internet connections.

Convenors should discuss technology requirements at the time of booking to ensure availability and compatibility.

**Convenors should note that the Centre does not have technical support on site. Any problems with equipment should be reported immediately to Centre staff.**

### Catering

The kitchen is equipped with microwave, dishwasher, conference refrigerator, boiling and chilled water, crockery and cutlery. (Note: there are no convection ovens or hotplates). As the Centre is located some distance from the nearest shopping centre at Mt Druitt, a list of local caterers is available. The organisation of food and refreshments and the cleaning up after breaks is the responsibility of the convenor.



### Printing and photocopying

Hot desks with computers, printers and internet access are available for use.

Centre users are responsible for providing their own photocopies. Convenors should advise presenters to bring sufficient copies of handouts for the activity.

### Environmental sustainability

The Centre has an active recycling policy and encourages visitors to use the recycling systems in place for paper and cartridges. The use of non-biodegradable products such as polystyrene mugs is discouraged.

### Access and security

Centre doors are kept closed to prevent the entry of unauthorised people. Visitors to the Centre are asked to observe this measure and to keep their personal items safe.

The public entrance to the Centre is via the front doors located on the eastern end of the building (follow the signs). Centre staff can provide access for convenors and presenters to unload equipment and resources through the back door located on the western end of the building. Please discuss needs at the time of making the booking.

### Disabled access and facilities

Disability parking spaces are available next to the front entrance ramp. The Centre is also equipped with disabled bathroom and shower. For further information and requirements please contact the Centre.

### Smoke-free Working Environment Policy

Convenors are to ensure that there is no smoking on Department of Education premises.

### Emergency Procedures

Convenors are responsible for ensuring that the procedures for emergency evacuation or lockdown are known by participants. The information is posted in each room.



### Sir Henry Parkes

*Dixson Galleries*

*State Library of NSW*

*Watercolour by: P. Spence 1887 Source: Mitchell Library, State Library of NSW*

In 1880 Sir Henry Parkes passed the Public Instruction Act in the NSW Parliament which created a statewide system of public schools offering quality education. His vision — for all students to sit ‘side by side’ and have equal access to education — remains the foundation of NSW public schools.