

South Australian Public Sector

Disability Access and Inclusion Plan

2020–2024

Easy Read version



**Government of
South Australia**

How to use this document



The Office of the Commissioner for Public Sector Employment (OCPSE) wrote this document. When you see the word 'we', it means the OCPSE.



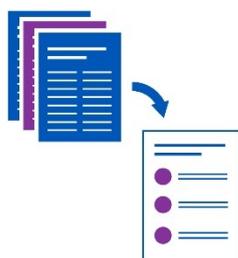
We wrote this information in an easy to read way.
We use pictures to explain some ideas.



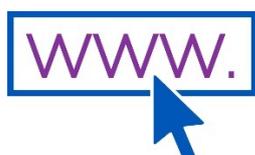
We have written some words in **bold**.
This means the letters are thicker and darker.



We explain what these words mean.
There is a list of these words on page 28.



This Easy Read document is a summary of another document. This means it only includes the most important ideas.



You can find the other document on our website at www.publicsector.sa.gov.au/Employment-Programs/daip



You can ask for help to read this document.
A friend, family member or support person
may be able to help you.



We recognise Aboriginal and Torres Strait Islander
peoples as the traditional owners of our land –
South Australia.



They were the first people to live on and use the:

- land
- rivers
- seas.

What's in this plan?

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About us



The OCPSE is part of the South Australian Government.

We work to help the **public sector** with:



- employment

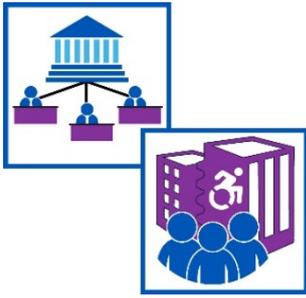


- policies



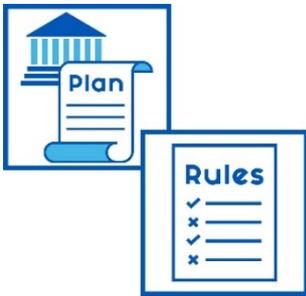
- working together.

The public sector is made up of:



- government departments
- agencies.

Policies are:



- government plans for how to do things
- where rules come from.

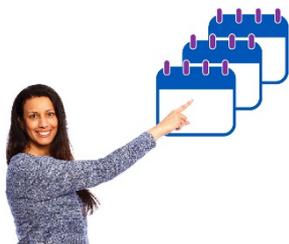


The OCPSE has 66 people who work for us.



3 people in our team are people with disability.

Our vision for South Australia



Our **vision** is what we want South Australia to be in the future.

We want to make the OCPSE:



- accessible



- inclusive.

When something is accessible, everyone can use it.

This might be:



- a place or a building
- transport
- a service
- information
- a website.



When something is inclusive, everyone can take part.

We want South Australia to be a place where everyone:



- is treated fairly



- can work safely



- feels supported



- has the same opportunities.



The laws that apply



In South Australia we have a law called the *Disability Inclusion Act 2018* (the Act).



The Act explains the rules that everyone needs to follow to make sure people with disability in South Australia are treated fairly.



This Act says that we must have a Disability Access and Inclusion Plan.

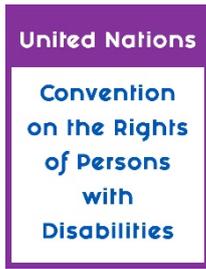
We call it a plan.



We also follow the **State Disability Inclusion Plan (Inclusive SA)**.



The State Disability Inclusion Plan (Inclusive SA) is a plan for making life better for people with disability in South Australia.



We also follow the United Nations Convention on the Rights of Persons with Disabilities (the UN Convention) in this plan.



The UN Convention is a document that sets out the **rights** of people with disability around the world.



Rights are rules about how everybody should be treated fairly.



What people told us



We asked people to tell us how we can be more:

- accessible
- inclusive.

These people were from the:



- South Australian community



- public sector



- OCPSE.



We have included these ideas in our plan.

Our Disability Access and Inclusion Plan

Our plan talks about what we will do over the next 4 years to make our **workplace** more:



- accessible
- inclusive.

A workplace is any place you might work, such as:



- an office
- a school
- a customer service centre
- a hospital.



Our plan has 4 main ideas:

1. Communities that include everyone
2. Leading and working together
3. Accessible communities
4. Learning and working.



Each of these ideas has a list of actions.

Our actions are the things we will do to reach our goals.



We talk about each idea in more detail on the following pages.

1. Communities that include everyone



We want people with disability to be included in our community.



We want the rights of people with disability to be:

- valued
- respected
- protected.



We will look at ways to make it easier for people with disability to get a job.



We will do this by talking to:

- people with disability
- disability organisations.



We will celebrate special events each year, such as International Day of People with Disability.



We will tell people about the Disability Awareness Training for public sector workers.

This training will help them better understand how to work with people with disability.



We will make sure all public sector workers learn how to work with people with disability.



We will make sure our new staff do this too.



We will have a workplace that is:

- accessible
- inclusive
- diverse.

When a workplace is diverse, lots of different people work there.

This includes:



- men and women
- people with disability
- people from different backgrounds
- people with different beliefs.



We will ask public sector workers how we can make workplaces better for people with disability.



We will find safe ways for our workers to talk to us about their disability.



2. Leading and working together



People with disability want to be part of the decisions that affect them.



We will create a group of **employees** who will support and include people with disability when we work out how to make our workplaces more inclusive.



Employees are people who are paid to do a job.



We will include people with disability when we look at:

- the work we do
- how well we do our work.

We will find people in the public sector who can support people with disability to be:



- leaders



- advocates.



Advocates are people who speak up for people with disability. They can:

- help you have your say
- promote inclusive workplaces.



We will talk about opportunities that people with disability have in the public sector.



3. Accessible communities

People with disability can take part in the community if the:



- places and spaces are accessible



- community is inclusive.

This includes:



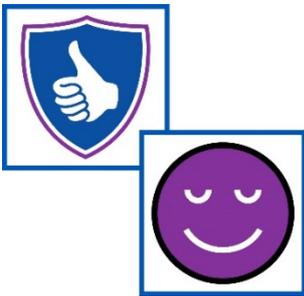
- public spaces
- transport
- services
- information
- websites.



We will look at our buildings and make sure they are accessible.



We will make sure we have an **evacuation plan** that meets our staff's needs.



An evacuation plan explains how we get out of dangerous places:

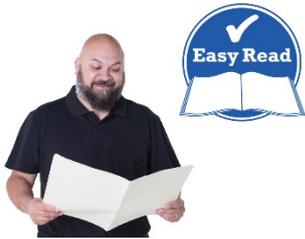
- safely
- calmly.



For example, how we should leave a building if it is on fire.



We will make our website more accessible.



We will provide our resources in different ways, including Easy Read.



We will make our events more accessible.

4. Learning and working

When people with disability work, they can:



- earn their own money



- connect with other people



- take part in the community



- feel like they belong



- do more for themselves and on their own.



We will support public sector workers to use our new online toolkit.



The toolkit will help public sector workers learn how to:

- work with people with disability
- offer jobs to people with disability.



We will create a **mentoring** program to support people with disability.



Mentoring is when someone guides you so you can do things on your own.



We will promote more opportunities for people with disability at the OCPSE.



We will tell people with disability how they can work at the OCPSE.



We will work out the best way to find out how many people with disability work for the public sector.



We will work out the best way to find out how long people with disability work for the public sector.



We will make sure the information on our website about jobs in the public sector is accessible.





We will make the way people can apply to work with us more inclusive.

This means we will:



- use inclusive language



- give you the support you need.

Making sure our plan works



We will keep track of how our plan is going.

We will make sure it:



- includes what we need to do to reach our goals



- stays up to date



- meets the needs of people with disability.



We will write a report about our plan each year.



We will share this report with the Minister for Human Services.



Our plan will last 4 years.

Word list

This list explains what the **bold** words in this document mean.



Accessible

When something is accessible, everyone can use it.

This might be:

- a place or a building
- transport
- a service
- information
- a website.

Advocates

Advocates are people who speak up for people with disability. They can:

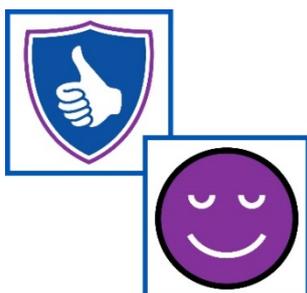
- help you have your say
- promote inclusive workplaces.



Evacuation plan

An evacuation plan explains how we get out of dangerous places:

- safely
- calmly.





Inclusive

When something is inclusive, everyone can take part.



Mentoring

Mentoring is when someone guides you so you can do things on your own.

Policies

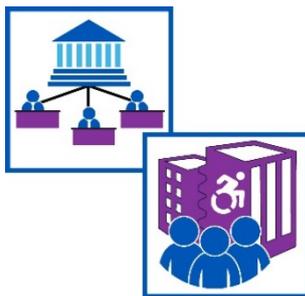
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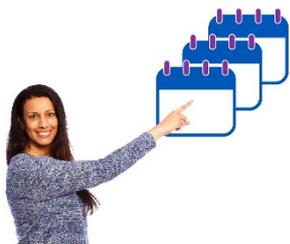
Rights

Rights are rules about how everybody should be treated fairly.



State Disability Inclusion Plan (Inclusive SA)

The State Disability Inclusion Plan (Inclusive SA) is a plan for making life better for people with disability in South Australia.



Vision

Our vision is what we want South Australia to be in the future.

Workplace

A workplace is any place you might work, such as:

- an office
- school
- a customer service centre
- a hospital.



Contact us



1800 317 333



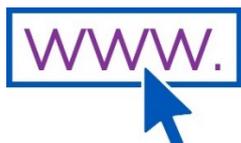
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