Office of the Commissioner for Public Sector Employment

**DRAFT** Disability Access and Inclusion Plan (DAIP) 2020-2024

Contents

Statement from the Commissioner 2

Acknowledgment of Country 3

About the Office of the Commissioner for Public Sector Employment 3

Our Vision and Purpose 4

Our Staff 4

What is Disability? 4

Strategic Context 5

Actions: 1. Inclusive communities for all 6

2. Leadership and collaboration 8

3. Accessible communities 9

4. Learning and employment 10

Disability Access and Inclusion Plan Development 12

Statement from the Commissioner

I am pleased to present the Office of the Commissioner for Public Sector Employment’s (OCPSE) Disability Access and Inclusion Plan (DAIP). Being passionate about developing a culture of inclusion, I believe the DAIP will strengthen our shared commitment to building an inclusive, accessible, safe and informed workplace where everyone belongs.

As a small agency, currently employing 66 people, OCPSE strives to be an exemplar of best practice in access and inclusion.

Workforce participation is fundamental to social inclusion and economic independence. As the state’s largest employer, we have a responsibility to ensure our policies and practices are innovative and flexible and support the inclusion of people with disability across the public sector.

We know that currently 20% of South Australians identify as living with disability and that Public Sector employees with disability make up 1.33% of our workforce. This may not truly reflect the overall number of people with disability across our workforce due to the complex nature and definition of disability, acquired disability and the confidence of employees to disclose disability. I support a whole of Government approach to addressing this under-representation and improving the inclusion of South Australians with disability into our Public Sector.

This Disability Access and Inclusion Plan (DAIP) is a further commitment by the OCPSE in acknowledging the diverse range of skills, expertise and worldview that we all benefit from when we create employment opportunities for people with lived experience of disability.

**ERMA RANIERI**

**COMMISSIONER FOR PUBLIC SECTOR EMPLOYMENT**

The Disability Access and Inclusion Plan (DAIP) is available on the Office of the Commissioner for Public Sector Employment website: [publicsector.sa.gov.au/](https://www.publicsector.sa.gov.au/)

If you require an alternative format, contact the OCPSE.

For further information, please contact: OCPSEEmploymentPrograms@sa.gov.au

Acknowledgment of Country

The South Australian Government acknowledges and respects Aboriginal people as the State’s first people and recognises their traditional relationship with Country.

We acknowledge that the spiritual, social, cultural and economic practices of Aboriginal people come from their traditional lands and waters, and that the cultural and heritage beliefs, languages and laws are still of importance today.

About the Office of the Commissioner for Public Sector Employment

The Office of the Commissioner for Public Sector Employment (OCPSE) is an attached office within the Department of Treasury and Finance. The OCPSE works with public sector agencies to help unlock the potential of our public sector through sector-wide initiatives and collaborating with agencies to ensure the public sector is a high performing workforce and an employer of choice that positively delivers for the community.

OCPSE supports the Commissioner to discharge responsibilities under the [*Public Sector Act 2009*](https://www.legislation.sa.gov.au/LZ/C/A/PUBLIC%20SECTOR%20ACT%202009.aspx) and to lead across-government work to:

* embed the [South Australian Code of Ethics](https://www.publicsector.sa.gov.au/hr-and-policy-support/ethical-codes/code-of-ethics) and [Public Sector Values](https://www.publicsector.sa.gov.au/hr-and-policy-support/ethical-codes/public-sector-values);
* develop employment [Determinations](https://www.publicsector.sa.gov.au/hr-and-policy-support/Determinations%2C-Premiers-Directions-and-Guidelines/Determinations) and [Guidelines](https://www.publicsector.sa.gov.au/hr-and-policy-support/Determinations%2C-Premiers-Directions-and-Guidelines/Guidelines) to guide workforce management across the sector;
* develop and deliver leadership programs through the [South Australian Leadership Academy](https://www.publicsector.sa.gov.au/South-Australian-Leadership-Academy);
* provide advice and develop policies on [human resource issues](https://www.publicsector.sa.gov.au/hr-and-policy-support);
* deliver employment opportunities for young people, [Aboriginal South Australians](https://www.publicsector.sa.gov.au/Employment-Programs/aboriginal-employment) and people with [disability](https://www.publicsector.sa.gov.au/Employment-Programs/disability-employment);
* collect and analyse information about the [public sector workforce](https://www.publicsector.sa.gov.au/about/Our-Work/Reporting/Workforce-Information) to guide planning; including information about the public sector health and safety and injury management outcomes;
* develop [health and safety and injury management](https://www.publicsector.sa.gov.au/hr-and-policy-support/work-health-and-safety-and-injury-management) strategies to help the sector achieve safety excellence; and
* administrate the [IWORKFOR.SA.gov.au](https://iworkfor.sa.gov.au/) jobs portal website.

Our Vision and Purpose

We lead a safe, diverse and inclusive workforce that reflects the communities we serve.

Our **vision** is to create a more inclusive, accessible, safe and informed public sector that values and respects the contribution and experience of all employees.

Our Purpose is to enable the Public Sector to deliver great results and outcomes for the community.

Our Staff

As of 30 June 2020, OCPSE employed 66 people: 46 of these are women, and 20 are men.

Three employees self-identified as living with disability, representing 4.55% of the OCPSE workforce.

What is Disability?

Disability, in relation to a person, includes long-term physical, psychosocial, intellectual, cognitive, neurological or sensory impairment, or a combination of any of these impairments, which in interaction with various barriers may hinder the person's full and effective participation in society on an equal basis with others. [*Disability Inclusion Act 2018* (SA)](https://www.legislation.sa.gov.au/LZ/C/A/DISABILITY%20INCLUSION%20ACT%202018/CURRENT/2018.1.AUTH.PDF)

Strategic Context

To support a whole of government approach to improving the inclusion of South Australians living with disability, the *Disability Inclusion Act 2018* (SA) was passed. The Act supports the United Nations Convention on the Rights of Persons with Disabilities (UNCRPD) acknowledging that people living with disability have the same human rights as other members of the community.

The Act, along with the inaugural *Inclusive SA: State Disability Inclusion Plan 2019-2023,* sets out priorities and actions for Public Sector agencies to promote the rights of people with disability and to support their full potential as equal citizens. To achieve this, the Act requires each Public Sector agency to develop and publish a Disability Access and Inclusion Plan (DAIP).

In late 2019, the *South Australian Public Sector Diversity and Inclusion Strategy 2019-2021* and the *South Australian Public Sector Diversity and Inclusion Plan 2019-2020* was launched by OCPSE to assist in broadening the diversity of employees across the Public Sector. The Strategy focuses on gender, people in the LGBTIQ+ community, people with disability, Aboriginal and Torres Strait Islander people, culturally and linguistically diverse people and mature aged workers.

The OCPSE also developed the *South Australian Public Sector Disability Employment Strategy 2020-2023*, *South Australian Public Sector Disability Employment Plan 2020-2021* and the *South Australian Public Sector Disability Employment Toolkit*. This suite of resources will assist Public Sector agencies in creating inclusive workplaces which support diversity and promote disability employment.

The OCPSE DAIP sets out the actions we will take over the next four years to improve access and inclusion for people with disability. Our actions align to the key themes and priorities in Inclusive SA: State Disability Inclusion Plan 2019-2023.



Actions

The OCPSE Disability Action and Inclusion Plan (DAIP) is structured around the four themes and twelve priority areas of *Inclusive SA: State Disability Inclusion Plan 2019-2023*.

1. INCLUSIVE COMMUNITIES FOR ALL

Social inclusion is a priority for people living with disability as it affects all aspects of their lives. It is our aim that the contributions and rights of people living with disability are valued and understood by all South Australians and that their rights are promoted, upheld and protected. We also want to ensure that people living with disability are supported to advocate for their own rights.

### State Plan Priority 1: Involvement in the community

### State Plan Priority 2: Improving community understanding and awareness

State Plan Priority 3: Promoting the rights of people living with disability

OCPSE will support social inclusion, promote, and uphold the rights of people with disability through the following actions.

|  |  |  |  |
| --- | --- | --- | --- |
| **Action** | **State Plan Priority #** | **Timeframe** | **Measurable Target** |
| 1. Identify strategies to improve disability employment outcomes through engagement with people with lived experience, disability organisations, young people, volunteers and Disability Employment Service (DES) providers
 | 1  | 2020 | SA Public Sector Disability Employment Reference Group to review and report to the OCPSE Diversity and Inclusion Strategic Committee |
| 1. Develop and promote Disability Awareness Training for Public Sector employees, in particular those in leadership, people management and recruitment roles
 | 2 | 2020-2021 | Number of sessions hosted by OCPSE and employee attendance |
| 1. Participate and promote disability awareness through OCPSE involvement in significant events, eg. International Day of People with Disability, Employment and University Expos
 | 2 | Ongoing | Number of events and participants  |
| 1. Review disability awareness training packages within State Government agencies, including public health settings, to establish best practice and develop disability awareness training to implement for new and existing employees
 | 3 | 2021/21 | Review outcomes distributed for implementation |
| **Action** | **State Plan Priority #** | **Timeframe** | **Measurable Target** |
| 1. Promote an inclusive culture within OCPSE by pledging to a ‘Statement of Commitment’ to create a diverse and inclusive workplace, on the OCPSE website, Intranet and within the workplace
 | 2 | Dec 2020 | Increased awareness within workplace of commitmentAccessible on OCPSE Intranet/Website |
| 1. Utilise Public Sector wide employee surveys to identify issues for people with disability across all agencies
 | 3 | 2021 | Improved data and insight on issues impacting employees with disability |
| 1. Identify safe mechanisms for disclosure by employees throughout the career cycle to capture existing and acquired disability
 | 3 | 2021 | Number of employees identifying with disability |
| 1. Ensure induction of new OCPSE employees provides information about working with people living with disability, including the OCPSE Disability Access and Inclusion Plan
 | 3 | Ongoing | 100% completion rates on induction |

1. LEADERSHIP AND COLLABORATION

People living with disability want to have a greater role in leading and contributing to government and community decision-making. It is our aim that the perspectives of people living with disability are actively sought and that they are supported to participate meaningfully in government and community consultation and engagement activities.

State Plan Priority 4: Participation in decision-making

State Plan Priority 5: Leadership and raising profile

State Plan Priority 6: Engagement and consultation

OCPSE will develop greater collaboration and engagement strategies to increase participation and career pathways for people with disability through the following actions.

|  |  |  |  |
| --- | --- | --- | --- |
| **Action** | **State Plan Priority #** | **Timeframe** | **Measurable Target** |
| 1. Facilitate the SA Public Sector Disability Employment Reference Group to identify existing strategies and policies across agencies and share knowledge, experience and resources

Encourage membership of people with lived experience, including young people | 4 | Ongoing | Report on participation and shared strategies/resources on community of practice Teams site |
| 1. Identify champions across the Public Sector to promote leadership and advocacy for people with disability
 | 5 | Ongoing | Number of participants and activities / engagement undertaken |
| 1. Promote leadership and career development opportunities through the Governor’s Leadership Foundation Program Scholarships for employees with disability
 | 5 | 2020 | Number of participants engaging in the ProgramAll eligible employees are aware of opportunities and encouraged to apply  |

1. ACCESSIBLE COMMUNITIES

The accessibility of the built environment, quality services and information is key to ensuring people living with disability are included and have the opportunity to equally participate in all aspects of community life. It is our aim to increase accessibility to public and community infrastructure, transport, services, information, sport and recreation and the greater community.

State Plan Priority 7: Universal Design across South Australia

State Plan Priority 8: Accessible and available information

State Plan Priority 9: Access to services

OCPSE will ensure the work environment reflects the needs of people with disability and that information is accessible in a range of formats through the following actions.

|  |  |  |  |
| --- | --- | --- | --- |
| **Action** | **State Plan Priority #** | **Timeframe** | **Measurable Target** |
| 1. Review workplace infrastructure and accessibility for OCPSE staff living with disability, including consideration of signs on the front of buildings indicating disability access
 | 9 | June 2021 | Assess any issues identified and implement plan to address accessibility issues |
| 1. Ensure OCPSE employees with disability have Personal Emergency Evacuation Plans (PEEP)
 | 7 | Dec 2020 | All employees who have disclosed a disability have a PEEP |
| 1. Ensure the OCPSE website is developed in compliance with Web Content Accessibility Guidelines 2.0
 | 8 | 2020 | OCPSE website meets Web Content Accessibility Guidelines |
| 1. Provide alternative formats for OCPSE resources when required, including Easy Read, plain text, HTML.
 | 8 | Ongoing |  |
| 1. Ensure OCPSE hosted events are physically accessible and appropriate technology is available using the ‘Australian Network on Disability – Event Accessibility Checklist’
 | 9 | Ongoing | Number of events utilising ‘Australian Network on Disability – Event Accessibility Checklist’ |

1. LEARNING AND EMPLOYMENT

Workforce participation is fundamental to social inclusion. It provides economic independence and choice, social connections and friendships, value, identity and belonging. It is our aim that people living with disability have access to inclusive places of study and that education and training provides pathways to meaningful and inclusive employment and volunteering opportunities.

State Plan Priority 10: Better supports within education and training settings

State Plan Priority 11: Skill development through volunteering and support in navigating the pathway between learning and earning

State Plan Priority 12: Improved access to employment opportunities and better support within workplaces

OCPSE will promote improved recruitment, retention and career development opportunities for people with disability through the following actions.

|  |  |  |  |
| --- | --- | --- | --- |
| **Action** | **State Plan Priority #** | **Timeframe** | **Measurable Target** |
| 1. Support and promote the implementation of the South Australian Public Sector Disability Employment Strategy, Plan and online Toolkit (launched in June 2020)
 | 12 | Ongoing | Agency engagement via the SA Public Sector Disability Employment Reference Group Inclusion of resources in employee inductions and training |
| 1. Develop pilot mentoring program to support employees with disability
 | 10 | 2020 | Number of program participantsReview of program outcomes |
| 1. Increase employment opportunities across all levels in the South Australian public sector through the targeting of job opportunities for people living with disability under section 65 of the Public Sector Act 2009 (SA) which provides for employment opportunity programs
 | 12 | 2020 | Number of participants  |
| **Action** | **State Plan Priority#** | **Timeframe** | **Measurable Target** |
| 1. Explore options to track the percentage of people living with disability employed and retained in State Authorities
 | 12 | 2021 | Improved options for data collection, improved data  |
| 1. Review I WORK for SA and OCPSE websites to improve accessibility of information about Public Sector employment programs
 | 12 | 2020 | Improved accessibility of information on website |
| 1. Increase awareness of OCPSE selection panels to ensure that inclusive language and appropriate support is provided to applicants who have disclosed a disability through the development of a checklist for panel members to use
 | 12 | June 2021 | Recruitment staff are provided with information and resources, including the SA Public Sector Disability Employment Toolkit and checklist |
| 1. Explore meaningful volunteering and work experience opportunities for people living with disability within OCPSE, including pre-employment programs with DES providers and Group Training Organisations
 | 11 | June 2021 | Implement where appropriate opportunities identified  |

DISABILITY ACCESS AND INCLUSION PLAN DEVELOPMENT

Consultation

Prior to the development of the DAIP, consultation and engagement with key stakeholders occurred during the development of the SA Public Sector Disability Employment Strategy, Plan and Toolkit, which was launched in June 2020. This followed extensive consultation undertaken across the Public Sector and the community for *Inclusive SA: State Disability Inclusion Plan 2019-2023* by the Department for Human Services (DHS) and OCPSE’s *SA Public Sector Diversity and Inclusion Strategy and Plan*, which informed the Disability Employment resources.

Consultation will be undertaken with OCPSE employees to ensure all staff have a voice and an opportunity to provide valuable feedback. The DAIP will also be available on [yoursay.sa.gov.au/](https://yoursay.sa.gov.au/) for feedback from the community.

Relationship to other policies, strategies, frameworks

The DAIP supports and complements:

* Inclusive SA: State Disability Inclusion Plan 2019-2023
* South Australian Public Sector Disability Employment Strategy 2020-2023
* South Australian Public Sector Disability Employment Plan 2020-2021
* South Australian Public Sector Disability Employment Toolkit
* South Australian Public Sector Diversity and Inclusion Strategy
* South Australian Public Sector Diversity and Inclusion Plan 2019-2020
* Mentally Healthy Workplaces Toolkit

As an attached office, OCPSE also comes under the following policies and procedures:

* DTF Fair Treatment in the Workplace Procedure
* DTF Flexible Working Arrangement Policy and Procedure
* DTF Ergonomic Issue Guideline for Managers
* Government of South Australia Online Accessibility Policy

The development of this DAIP was guided by the following:

* [Inclusive SA: State Disability Inclusion Plan 2019 - 2023](https://dhs.sa.gov.au/services/disability/inclusive-sa/state-plan)
* [*Disability Inclusion Act 2018 (SA)*](https://www.legislation.sa.gov.au/LZ/C/A/DISABILITY%20INCLUSION%20ACT%202018.aspx)
* *[Disability Discrimination Act 1992](https://www.legislation.gov.au/Details/C2018C00125)*
* [United Nations Conventions on the Rights of Persons with Disabilities](https://www.humanrights.gov.au/our-work/disability-rights/united-nations-convention-rights-persons-disabilities-uncrpd)
* *[Equal Opportunity Act 1984](https://www.legislation.sa.gov.au/LZ/C/A/Equal%20Opportunity%20Act%201984.aspx)*
* [Australian Human Rights Commission](https://www.humanrights.gov.au/our-work/education/face-facts-disability-rights)
* [*The South Australian Equal Opportunity Act 1984*](https://www.legislation.sa.gov.au/lz/c/a/equal%20opportunity%20act%201984.aspx)This DAIP supports and complements the following policies and procedures:
* DTF Equity, Diversity and Inclusion Strategy
* DTF Wellbeing for Our People Policy and Plan 2018–20
* DTF Fair Treatment in the Workplace Procedure
* DTF Flexible Working Arrangement Policy and Procedure
* DTF Ergonomic Issue Guideline for Managers
* DTF Standing Desk Ergonomic Setup Guideline
* Government of South Australia Online Accessibility Policy
* South Australian Public Sector Disability Employment Strategy and Plan 2020–21

The development of this DAIP was guided by the following action, conventions, plans and organisations:

* [Inclusive SA: State Disability Inclusion Plan 2019 - 2023](https://dhs.sa.gov.au/services/disability/inclusive-sa/state-plan)
* [Disability Inclusion Act 2018 (SA)](https://www.legislation.sa.gov.au/LZ/C/A/DISABILITY%20INCLUSION%20ACT%202018.aspx)
* [Disability Discrimination Act 1992](https://www.legislation.gov.au/Details/C2018C00125)
* [United Nations Conventions on the Rights of Persons with Disabilities](https://www.humanrights.gov.au/our-work/disability-rights/united-nations-convention-rights-persons-disabilities-uncrpd)
* [Equal Opportunity Act 1984](https://www.legislation.sa.gov.au/LZ/C/A/Equal%20Opportunity%20Act%201984.aspx)
* [Australian Human Rights Commission](https://www.humanrights.gov.au/our-work/education/face-facts-disability-rights)
* [The South Australian Equal Opportunity Act 1984](https://www.legislation.sa.gov.au/lz/c/a/equal%20opportunity%20act%201984.aspx)
* This DAIP supports and complements the following policies and procedures:
* DTF Equity, Diversity and Inclusion Strategy
* DTF Wellbeing for Our People Policy and Plan 2018–20
* DTF Fair Treatment in the Workplace Procedure
* DTF Flexible Working Arrangement Policy and Procedure
* DTF Ergonomic Issue Guideline for Managers
* DTF Standing Desk Ergonomic Setup Guideline
* Government of South Australia Online Accessibility Policy
* South Australian Public Sector Disability Employment Strategy and Plan 2020–21

The development of this DAIP was guided by the following action, conventions, plans and organisations:

* [Inclusive SA: State Disability Inclusion Plan 2019 - 2023](https://dhs.sa.gov.au/services/disability/inclusive-sa/state-plan)
* [*Disability Inclusion Act 2018 (SA)*](https://www.legislation.sa.gov.au/LZ/C/A/DISABILITY%20INCLUSION%20ACT%202018.aspx)
* [*Disability Discrimination Act 1992*](https://www.legislation.gov.au/Details/C2018C00125)
* [United Nations Conventions on the Rights of Persons with Disabilities](https://www.humanrights.gov.au/our-work/disability-rights/united-nations-convention-rights-persons-disabilities-uncrpd)
* [*Equal Opportunity Act 1984*](https://www.legislation.sa.gov.au/LZ/C/A/Equal%20Opportunity%20Act%201984.aspx)
* [Australian Human Rights Commission](https://www.humanrights.gov.au/our-work/education/face-facts-disability-rights)
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* DTF Equity, Diversity and Inclusion Strategy
* DTF Wellbeing for Our People Policy and Plan 2018–20
* DTF Fair Treatment in the Workplace Procedure
* DTF Flexible Working Arrangement Policy and Procedure
* DTF Ergonomic Issue Guideline for Managers
* DTF Standing Desk Ergonomic Setup Guideline
* Government of South Australia Online Accessibility Policy
* South Australian Public Sector Disability Employment Strategy and Plan 2020–21

The development of this DAIP was guided by the following action, conventions, plans and organisations:

* [Inclusive SA: State Disability Inclusion Plan 2019 - 2023](https://dhs.sa.gov.au/services/disability/inclusive-sa/state-plan)
* [*Disability Inclusion Act 2018 (SA)*](https://www.legislation.sa.gov.au/LZ/C/A/DISABILITY%20INCLUSION%20ACT%202018.aspx)
* [*Disability Discrimination Act 1992*](https://www.legislation.gov.au/Details/C2018C00125)
* [United Nations Conventions on the Rights of Persons with Disabilities](https://www.humanrights.gov.au/our-work/disability-rights/united-nations-convention-rights-persons-disabilities-uncrpd)
* [*Equal Opportunity Act 1984*](https://www.legislation.sa.gov.au/LZ/C/A/Equal%20Opportunity%20Act%201984.aspx)
* [Australian Human Rights Commission](https://www.humanrights.gov.au/our-work/education/face-facts-disability-rights)
* [*The South Australian Equal Opportunity Act 1984*](https://www.legislation.sa.gov.au/lz/c/a/equal%20opportunity%20act%201984.aspx)

Previous achievements

* Online launch by the Commissioner for Public Sector Employment and Minister for Human Services of the South Australian Public Sector Disability Employment Strategy 2020-2023,the South Australian Public Sector Disability Employment Plan 2020-2021 and Disability Employment Toolkit
* Development of the South Australian Public Sector Diversity and Inclusion Strategy
* Development of the South Australian Public Sector Diversity and Inclusion Plan 2019-2020
* Facilitation and Chairing of the South Australian Public Sector Disability Employment Reference Group. With over 50 representatives from agencies across government, the role of the Reference Group is to establish a Community of Practice, and collaborate to share agency strategies, resources and information to support the recruitment and retention of people with disability.
* Establishment of the Diversity and Inclusion Strategic Committee chaired by the Commissioner for Public Sector Employment
* Participation in International Day for People with Disability, Providing Disability Awareness Training in collaboration with JobAccess
* Hosting Disability Employment Service (DES) provider forums.

The Office of the Commissioner for Public Sector Employment acknowledges and respects Aboriginal people as the state’s first people and nations, and recognises Aboriginal people as traditional owners and occupants of South Australian land and waters.

Implementation process

The Disability Access and Inclusion Plan (DAIP) developed by the OCPSE will be made available on the office intranet and OCPSE website.

There will be an ongoing review on the implementation of Actions within the DAIP, and an audit report will be provided to the Commissioner for Public Sector Employment in June 2021 and to the Minister for Human Services by 31 October 2021.

In accordance with the *Disability Inclusion Act 2018* (SA), OCPSE will review the DAIP at least every four years.

Acknowledgements

Our Disability Access and Inclusion Plan (DAIP) was developed with assistance from OCPSE employees. We also acknowledge the guidance received from the Disability Access and Inclusion Team in the Department of Human Services.