

Disability Inclusion Action Plan Progress Reporting Guidelines

Summary: These Guidelines assist NSW public authorities with annual progress reporting as part of their disability inclusion action planning in accordance with the Disability Inclusion Act 2014

September 2023

Acknowledgement of Country

The Department of Communities and Justice acknowledges the Traditional Custodians of the lands where we work and live. We celebrate the diversity of Aboriginal peoples and their ongoing cultures and connections to the lands and waters of NSW.

We pay our respects to Elders past, present and emerging and acknowledge the Aboriginal and Torres Strait Islander people that contributed to the development of these Guidelines.

We advise this resource may contain images, or names of deceased persons in photographs or historical content.

Disability Inclusion Action Plan Progress Reporting Guidelines

Published by the Department of Communities and Justice

www.dcj.nsw.gov.au

First published: September 2023

More information

Contact Disability Inclusion, Department of Communities and Justice. Email: actionforinclusion@dcj.nsw.gov.au or 02 9716 2612

Copyright and disclaimer

© State of New South Wales through Department of Communities and Justice. Information contained in this publication is based on knowledge and understanding at the time of writing, September 2023, and is subject to change. For more information, please visit <https://www.dcj.nsw.gov.au/statements/copyright-and-disclaimer.html>.

Contents

1	Introduction.....	1
1.1	NSW disability inclusion policy and legislation.....	1
1.2	Reporting requirements - timing.....	2
1.3	Reporting requirements - format.....	2
2	Prepare a monitoring and reporting strategy.....	2
2.1	The role of advisory bodies.....	2
3	Guide to reporting	3
3.1	Step by step guide.....	4
4	More information	5

1 Introduction

These Guidelines were created to assist NSW public authorities with their annual progress reporting in accordance with the Disability Inclusion Act 2014.

Disability Inclusion Action Plans (DIAPs) play a critical role in promoting access and inclusion across NSW, providing practical measures by which intent is transformed into action by public authorities (NSW Government departments, local government, and other entities specified in the Disability Inclusion Regulation 2014).

These Guidelines provide a framework for reporting on the progress of public authority DIAPs. The Department of Communities and Justice (DCJ), in partnership with the Disability Council NSW, will continue to work with NSW public authorities to review their current DIAPs and provide ongoing advice.

1.1 NSW disability inclusion policy and legislation

Everyone in NSW should enjoy the same opportunities to participate in all aspects of community life. Being mindful of the needs of people with disability, and removing barriers to inclusion, should be a primary consideration in all aspects of policy development, and program design and delivery.

In NSW, the principles of inclusion are enshrined in the Disability Inclusion Act 2014 (the Act). This Act includes a number of vehicles for driving accountability for disability inclusion in NSW. It mandates the creation of a State Disability Inclusion Plan (NSW DIP) development of public authorities' Disability Inclusion Action Plans (DIAPs), and outlines the role of the Disability Council NSW in advising the Minister for Disability Inclusion on issues impacting people with disability in NSW.

The NSW DIP focuses on four areas for concentrated action identified by people with disability, the NSW Government and community stakeholders. They are:

- developing positive community attitudes and behaviours
- creating liveable communities
- supporting access to meaningful employment
- improving access to mainstream services through better systems and processes.

All public authorities are required by section 12 of the Disability Inclusion Act to give a copy of their DIAP to the Disability Council to enable the Disability Council to fulfil its role under the Disability Inclusion Act. In practice, this is done by providing the DIAP to the Department of Communities and Justice.

The actions of the DIP and public authority DIAPs feed into the priorities of Australia's Disability Strategy 2021-2031.

The Disability Council, which consists of people with disability and expertise in disability:

- advises public authorities about the content and implementation of disability inclusion action plans; and
- advises the Minister for Disability Inclusion about the content and implementation of the NSW DIP and public authorities' DIAPs.

1.2 Reporting requirements - timing

Section 13 of the Act outlines the requirements and timeframes for NSW Public Authorities to report to the Minister for Disability Inclusion on the implementation of their DIAP:

1. A public authority that is a government department or local council must, as soon as practicable after preparing its annual report, give the Minister a copy of the part of the annual report relating to the department's or council's report on the implementation of its disability inclusion action plan.
2. A public authority that is not a government department or local council must, as soon as practicable after the end of each financial year, give the Minister a report relating to the authority's implementation of its disability inclusion action plan during the financial year.
3. In order for the Minister to table this report to Parliament "as soon as practicable after the end of each financial year", as required by the Act, DCJ asks that annual reporting on DIAP implementation occur by 1 December each year.

1.3 Reporting requirements - format

In practice, reports should be provided to DCJ, which compiles a report for the Minister.

Under the Act, Departments and Councils may choose to provide their report in the form of the relevant section of their Annual Report, while other entities must provide a separate report.

However, these Guidelines encourage all public authorities to use the **DIAP progress reporting format** provided to them by DCJ, which enables greater transparency and accountability for DIAP actions.

2 Prepare a monitoring and reporting strategy

To enable reporting on the success of implementation of DIAPs, a monitoring and reporting strategy outlining the specific and measurable actions must be developed, communicated, implemented and its progress tracked.

Regular monitoring of the DIAP will enable public authorities to:

- amend the DIAP to reflect achievements, and adapt and respond to new inclusion challenges
- redirect attention and resources to areas where changes prove difficult to achieve
- provide accurate and timely reporting
- meet their obligations under the Act, including how the DIAP supports the goals of the NSW Disability Inclusion Plan.

Please see the [NSW Disability Inclusion Action Planning Guidelines](#) for more information about preparing a monitoring and evaluation strategy.

2.1 The role of advisory bodies

Many public authorities have disability-specific advisory bodies. Part of these bodies' role should be contributing to the development of the authority's DIAP and progress report on its implementation.

For public authorities which do not have such an advisory body, consideration should be given to consulting with residents/customers and employees with disability in the development of the report.

3 Guide to reporting

What should be included in the report?

Under the Disability Inclusion Act, a DIAP must:

- specify how the public authority proposes to have regard to the disability principles in its dealings with matters relating to people with disability, and
- include strategies to support people with disability, including, for example, strategies about:
 - providing access to buildings, events and facilities
 - providing access to information
 - accommodating the specific needs of people with disability
 - supporting employment of people with disability, and
 - encouraging and creating opportunities for people with disability to access the full range of services and activities available in the community.

The Act’s Principles also recognise the needs of particular groups. Supports and services provided to these groups must be informed by working in partnership with these groups. (For more information, see [Principles recognising the needs of particular groups](#) in the Act.) Your reporting should include actions and outcomes for these groups:

- Aboriginal and Torres Strait Islander people with disability
- people with disability from culturally and linguistically diverse backgrounds
- women with disability
- children with disability
- LGBTIQ+ people with disability.

In your reporting, focus on how the actions you have achieved actually have achieved outcomes for people with disability.

Table: Examples of actions, outputs and outcomes

Focus area	Actions – what will you <u>do</u> ?	Outputs – what will you <u>achieve</u> ?	Outcomes – what is the <u>impact</u> on people with disability?
Developing positive community attitudes and behaviours	Implement disability confidence training for managers	Provide online training Provide 3x in-person training sessions per year Market training across the business	Fewer complaints of bullying/ableism Engagement scores for people with disability increase annually (eg PMES) Increased requests for targeted recruitment by hiring managers
Creating liveable communities	Audit properties for accessibility Ensure all property fitout and procurement adheres to NSW Government Accessible Office Design	At least one meeting room per floor has a hearing loop 90% of properties meet Accessible Office Design requirements	Employees with disability can work comfortably and with dignity in 90% of our properties Our customers with disability can access our

Focus area	Actions – what will you do?	Outputs – what will you achieve?	Outcomes – what is the impact on people with disability?
		Publish on our website which properties are and are not accessible for various disability types	services in 90% of our properties
Supporting access to meaningful employment	<p>Implement accessible recruitment methods</p> <p>10% of recruitment targeted to people with disability</p> <p>Audit recruitment tools and recruitment agency websites for both accessibility and suitability across disability types</p>	<p>Improvement plan mapped</p> <p>Recruitment adjustments implemented</p>	<p>Any recruitment tool used:</p> <p>Meets WCAG AA 2.0</p> <p>Is proven suitable for all types of disability i.e. not inadvertently discriminate</p> <p>Assesses only inherent requirements</p> <p>Annual % increase in employees with disability and, for Departments and entities specified in the Disability Inclusion Regulation, variance with the target of 5.6% of government sector employees with disability by 2025.</p>
Improving access to mainstream services through better systems and processes	<p>Audit internal ICT systems</p> <p>Implement accessible procurement standard</p> <p>Retrofit as required</p>	90% of internal ICT systems accessible by 2025	<p>Our customers with disability can contact us using a range of methods</p> <p>Our ICT services (such as apps) are useable by all our customers with disability</p> <p>Staff with disability can work independently across all major ICT systems</p>

3.1 Step by step guide

Each public authority annually receives the NSW Public Authorities DIAP Progress Reports Excel spreadsheet from DCJ. This section is based on that spreadsheet and explains how to best use it. If you do not receive this spreadsheet, please contact DCJ at actionforinclusion@dcj.nsw.gov.au or 02 9716 2612.

- Complete the following columns in the spreadsheet:
 - Organisation
 - Contact name (the person responsible for DIAP reporting)
 - Position title
 - Phone number
 - Contact email

2. Provide a progress update for each of the four focus areas. Focus on **outcomes for people with disability**:
 - Positive attitudes
 - Liveable communities
 - Meaningful employment
 - Systems and processes

For more information about the four focus areas, please see section 3.3 of the [NSW Disability Inclusion Action Planning Guidelines](#).

3. Select all actions that apply (multiple actions can be selected)
 - provide one highlight or achievement
 - include the impact on people with disability that each of the actions had
4. Under the Meaningful Employment focus area, provide the following additional information:
 - any volunteering or work experience carried out by people with disability that led to paid work
 - percentage of employees in your workplace with disability and percentage across employment grades
 - career progression initiatives for employees with disability
5. Submit the progress report spreadsheet to:
DisabilityCouncil@dcj.nsw.gov.au

4 More information

- [NSW Disability Inclusion Action Planning Guidelines](#)
- [DIAP resources](#)

Contact the DCJ Disability Inclusion team at actionforinclusion@dcj.nsw.gov.au or 02 9716 2612.

Communities and Justice

6 Parramatta Square/10 Darcy Street
Parramatta NSW 2150

Locked Bag 5000
Parramatta NSW 2124

Office hours:
Monday to Friday
9.00am to 5.00pm

T: 02 9716 2612
E: actionforinclusion@dcj.nsw.gov.au
W: www.dcj.nsw.gov.au

