# Accessibility and Inclusion Action Plan 2017–2021

“Our aim is to ensure that Primary Industries and Regions SA (PIRSA) is inclusive and accessible to people with disabilities”

## From the Chief Executive

PIRSA is committed to the rights of people with disabilities and will promote the principle that people with disabilities have the same fundamental rights as the rest of the community.

PIRSA’s Accessibility and Inclusion Action Plan 2017-2021 builds on the substantial work undertaken across PIRSA over the last decade. As well as addressing the outstanding targets from the Third Disability Action Plan 2009-2011 and evaluating progress of any new targets, this plan’s primary purpose is to promote an inclusive culture that embraces diversity and promotes independence throughout PIRSA and the wider community.

This plan has been developed in consultation with employees, industry and organisations that support people with disabilities. A new approach involving a community of practice, a group of people that have a passion in creating an inclusive workplace that promotes diversity and encouraging independence for people with disabilities, has been adopted to drive this plan.

PIRSA recognises that general inclusion involves more than physical accessibility and individual adjustments. It includes a cultural shift, respect and tolerance which will assist in enabling people with disabilities to meet their full potential.

This plan continues to work in partnership and with collaboration across the whole of PIRSA. It sees key functional managers taking responsibility for their particular areas of expertise with a view to ensuring their work yields improvements or benefits for people with disabilities and all other stakeholders.

PIRSA will continue to build on a stronger understanding of issues for people with disabilities through the collective experience of other Government agencies and stakeholders, this Plan will continue the progress towards an inclusive and accessible environment for all people within PIRSA.

I encourage you all to work with me on achieving the objectives and implementing the actions of this Plan.

Scott Ashby
**Chief Executive
Primary Industries and Regions SA**

**Date:**

## About the Agency

Primary Industries and Regions SA (PIRSA) is a dynamic State Government agency whose purpose is to assist primary industries and regions to grow, innovate and maximise their economic growth potential. PIRSA’s focus is to lead delivery of the South Australian Government’s economic priority Premium Food and Wine Produced in our Clean Environment and Exported to the World, as well as to lead and coordinate South Australia’s regional development agenda.

PIRSA has in excess of 900 employees and operates from over 32 sites throughout the state.

## SA Government Commitment

This plan demonstrates the South Australian Government’s commitment to increasing the participation of people with a disability across a range of areas enabling them to have equal opportunities to access the rights and opportunities provided to all citizens to reach their full potential.

The South Australian Strategic Plan has a goal for all South Australians to have job opportunities, with a target of increasing by 10% the number of people with a disability employed in South Australia by 2020.

In accordance with the UNCRPD, in 2011 the Council of Australian Governments (COAG), including the Australian Local Government Association, contributed to the development of the National Disability Strategy 2010 – 2020 (NDS). The NDS outlines a ten-year national policy framework to drive improvement across mainstream policies, programs, services and infrastructure as well as the specialist disability service system.

In March 2012, the South Australian (SA) Government endorsed the introduction of a Disability Action Plans across government in accordance with recommendation six of the report Strong Voices: A Blueprint to Enhance Life and Claim the Rights of People with Disability in South Australia (2012-2020) and following a review of the previous access strategy Promoting Independence: Disability Action Plans for South Australia. Although the strategy has a specific focus on upholding the rights of people with disability, it fits into the broader social inclusion framework being promoted by the SA Government.

The principles of access and inclusion align with and underpin other current initiatives including the National Disability Agreement, the National Disability Insurance Scheme, the National Quality Framework for Disability Services and the National Carer Strategy.

## Definition of Disability

The Commonwealth Disability Discrimination Act, 1992 (DDA) and the Equal Opportunity Act (SA), 1984 (EOA) defines disability as: -

* total or partial loss of the person’s bodily or mental functions; or
* total or partial loss of a part of the body; or
* the presence in the body of organisms causing disease or illness; or
* the presence in the body of organisms capable of causing disease or illness; or
* the malfunction, malformation or disfigurement of a part of the person’s body; or
* a disorder or malfunction that results in the person learning differently from a person without the disorder or malfunction; or
* a disorder, illness or disease that affects a person’s thought processes, perception of reality, emotions or judgement or that results in disturbed behaviour.

And includes a disability that:

* presently exists; or
* previously existed but no longer exists; or
* may exist in the future; or
* is imputed to a person.

## Definition of Discrimination

The DDA and the EOA makes discrimination on the basis of disability unlawful. The DDA and the EOA requires employers and service providers to make whatever adjustments are necessary and reasonable to allow people with disabilities to use those services to the same extent as other people – irrespective of whether these services are provided by Government agencies, community organisations or business enterprises.

Discrimination covers less favourable treatment of a person because of a disability, or the disability of a relative or associate. Discrimination can be direct or indirect. Direct discrimination occurs when an individual is treated less favourably because of a disability or perceived disability. Indirect discrimination occurs when reasonable changes or adjustments are not made for a person with a disability, or if there are conditions or requirements that disadvantage people with disabilities.

## Our Vision

It is our vision that every South Australian, regardless of ability, will have access to the products and services provided to our communities by our organisation and to participate in the PIRSA workforce. In all that we do, the rights and dignity of people with disabilities will be upheld by the implementation of this Plan.

## Our Mission

Our products and service delivery will continue to be upgraded to maximise accessibility and meet the needs of people with all types of disability.

We will promote the recognition and acceptance within PIRSA of the principle that people with disabilities have the same fundamental rights as the rest of the community.

We will strive for the demographics of our workforce to be more representative of the South Australian community.

Through these endeavours our communities will be strengthened, individuals will be free to choose the

role they play in our society and our organisational members will grow.

## Making the Vision a Reality

PIRSA has adopted this fourth Disability Action Plan now known as the Accessibility and Inclusion Action Plan 2017-2021 to fulfil the requirements of DDA and the EOA legislation. The Plan also actively integrates the State Strategic Plan target.

The Plan has a three-year outlook and engages all relevant areas of PIRSA’s business and activities.

PIRSA’s Business Divisions are responsible for implementing actions to achieve the six key outcomes of the Plan. Successful implementation will be realised through active participation by all Divisions within PIRSA.

## Acknowledgements

Acknowledgement is made for the contribution and support that the PIRSA Promoting Independence Reference Group has provided since the inception of the plans and the future contribution and support being made by members of the community of practice.

For further information or alternative formats of this publication in large print, audio and Braille please contact Angela Lloyde, Manager Innovation and Change or Henry Le, Consultant, Workforce Planning and Data Management, Primary Industries and Regions SA, L16, 25 Grenfell Street, Adelaide, South Australia 5000. Phone either (08) 8429 0403 (Natasha) or 8429 0388 (Henry).

### Outcome 1. Inclusive and accessible communities – People with disability live in accessible and well

### designed communities with opportunity for full inclusion in social, economic, sporting and cultural life.

#### Key Strategies

* 1. Policies, planning and programs are inclusive
		1. Inclusion and/or consideration of people with disabilities and their access requirements in:- reviewing all internal operational policies, planning, program plans and strategic/business plans;

Responsibility - Divisions
Timeframe - Ongoing
Indicators - Inclusive clauses in plans

 On track

* 1. PIRSA buildings and facilities are accessible
		1. New fitouts that change the building access to be assessed against Building Code of Australia.

Responsibility - Asset Management
Timeframe - At time of fit-outs and lease negotiations
Indicators - New fit out complies with Building Code of Australia

 On track

1.2.2 Seek commitment from landlords and co-tenants for full compliance with DDA standards, in particular, use this as a negotiating tool for re-leasing in collaboration with DPTI.

Responsibility - Asset Management

Timeframe - Ongoing

Indicators - Improved accessibility in leased buildings
 On track

1.2.3 Access accredited consultants are engaged to assess all relevant refurbishments / building work.

Responsibility - Asset Management

Timeframe - Ongoing

Indicators - Reports generated that detail the degree of consultant accreditation or Building Consultants are accredited.

 On track

* + 1. Specific accommodation needs are met for employees with disabilities.

Responsibility – Asset Management/Divisions/WHS Unit

Timeframe – Ongoing

Indicators - Workplace/workstation modifications are made upon employee and/or management initiation including WHS requirements. Positive feedback from employees.

 On track

### All PIRSA communications are inclusive of people with disabilities

* + 1. PIRSA will strive to conform to WCAG (World Wide Web Consortium Accessibility Guidelines) priority A compliancy and as many of the WCAG priority AA and AAA requirements as possible.

Responsibility - ICT: Technical/Design, Strategic Communications and Divisions Content
Timeframe - Ongoing
Indicators - Progressively reviewed and updated

 On track

* + 1. In relation to non-accessible content, ensure that:

2.1.2.1 When requested, accessible, alternative versions of documents or web content are made available to the requestor in a timely manner.

Responsibility - Strategic Communications and Divisions

Timeframe - Ongoing

Indicators - A process in place for producing accessible documents within an acceptable timeframe.

 On track

2.1.2.2 A register of accessibility requests is developed and maintained

Responsibility – People and Culture

Timeframe – June 2018

Indicators - An accessibility register is in place.

 On track

2.1.2.3 A clear process for responding to a request for alternative content is developed and followed

Responsibility – People and Culture/Strategic Communications

Timeframe – June 2018

Indicators - A process in place for producing accessible documents within an acceptable timeframe.

 On track

2.1.3 Ensure that all web publishers have either completed formal training in web accessibility or can demonstrate an understanding of the principals of web accessibility.

Responsibility - Strategic Communications

Timeframe - Ongoing

Indicators – Training is recorded in Our Development.

 On track

* + 1. Conduct an audit/review for all PIRSA websites and Intranets and present the

results to the website owners.

 Responsibility - ICT

Timeframe – Annually

Indicators – Audit report

 On track

### Outcome 2. Personal and community support – People with a disability, their families and carers have

### access to a range of supports to assist them to live independently and actively engage in their

### communities.

#### Key Strategies

3.1 Access to a range of support mechanisms.

 3.1.1 Promote and educate staff on creating accessible events.

Responsibility - People and Culture/Strategic Communications and Divisions

Timeframe – Ongoing

Indicators – Employees and community people have access to appropriate online/electronic resource

 On track

3.1.2 Programs and services promote inclusion of people with disabilities and the access provisions that are available.

 Responsibility - People and Culture/ICT

Timeframe – Ongoing

Indicators – Staff to successfully complete the PIRSA Disability Awareness and Communication Online.

 On track

 3.1.3 Disability information and resources available on PIRSA intranet.

Responsibility – Strategic Communications/ICT

Timeframe – Ongoing

Indicators – Intranet Report

 On track

### Outcome 3. Learning and Skills – People with a disability achieve their full potential through them

### participating in an inclusive high quality education system that is responsive to their needs. People with disability have opportunities to continue learning throughout their lives.

#### Key Strategies

* 1. Disability training and awareness
		1. All new employees to undertake Awareness training via reviewed PIRSA Disability Awareness and Communication Online Training Program on Our Development.

Responsibility - Divisions

Timeframe – Ongoing

Indicators – Our Development reporting

 On track

4.1.2 PIRSA Disability Awareness and Communication Online Training Program to be reviewed.

Responsibility – People and Culture/Divisions

Timeframe – Ongoing

Indicators – Our Development reporting

 On track

* + 1. Ensure that mainstream training and education programs are made available to people with disabilities.

Responsibility – Divisions

Timeframe – Ongoing

Indicators – Informal assessment and report prepared.

 On track

* + 1. Myths about people with disabilities actively challenged through a positive awareness raising strategy, with a focus on mental illness.

Responsibility – People and Culture/Strategic Communications

Timeframe – Ongoing

Indicators – Staff to successfully complete the PIRSA Disability Awareness and Communication Online Training Program as part of their induction.

 On track

4.1.5 The Accessibility and Inclusion Action Plan 2017- 2021 is displayed on PIRSA’s intranet and internet sites.

Responsibility – People and Culture

Timeframe – Ongoing

Indicators – Plan available on sites

 On track

### Outcome 4. Health and Wellbeing – People with disability attain highest possible health and wellbeing

### outcomes throughout their lives.

#### Key Strategies

* 1. Health and wellbeing of people with disabilities

5.1.1 Disabled employee’s workplace needs are met.

Responsibility – People and Culture/Divisions

Timeframe – Ongoing

Indicators - Employees workplace modifications needs are met.

 On track

5.1.2 Sponsor events where contributions will support people with disabilities.

Responsibility – People and Culture/Divisions/Social Club

Timeframe – 2017-18, 2018-19, 2019-20, 2020-21

Indicators - Four events proposed to PIRSA Social Club for consideration. Divisions to undertake their own.

 On track

### Outcome 5. Rights protection, justice and legislation – People with disability have their rights promoted,

### upheld and protected.

#### Key Strategies

6.1 Executive Support

6.1.1 Executive to continue to support the Accessibility and Inclusion Action Plan 2017-2021 and to provide adequate resources to achieve the required outcomes.

Responsibility - Executive

Timeframe – Ongoing

Indicators – Progress on outcomes reported

 On track

6.1.2 PIRSA’s Accessibility and Inclusion Action Plan 2017-2021 submitted to the Human Rights and Equal Opportunity Commission for display on their website.

Responsibility – People and Culture

Timeframe – July 2017

Indicators – Plan forwarded

 On track

### Outcome 6. Economic security and employment – People with disability, their families and carers have

### economic security, enabling them to plan for the future and exercise choice and control over their lives.

#### Key Strategies

7.1 Employment

7.1.1 Proactive collaboration with disability employment organisations for the purpose of selecting suitable candidates for work experience placements.

Responsibility – Divisions/People and Culture

Timeframe –Ongoing

Indicators – 2 work experience placements annually

 On track

* + 1. Review recruitment processes to ensure they are accessible to and inclusive of people with disabilities, including reviewing Recruitment Providers practices.

Responsibility – Divisional Business Managers/People and Culture

Timeframe –November 2019

Indicators – Evidence is collected from each Division of recruitment processes which demonstrate inclusiveness of people with disabilities.

 On Track

* + 1. Ensure all Position Descriptions are not discriminatory. Consult HR Consultants to ensure non-discriminatory language and requirements for PD’s.

Responsibility – Divisions/People and Culture

Timeframe –Ongoing

Indicators – Consultation with HR Consultants/ PD’s compliant

 On Track

* + 1. Ensure that Rehabilitation Programs are considered for employees acquiring a non-compensable disability to assist in a sustainable return to work, where appropriate.

Responsibility – People and Culture

Timeframe – Ongoing

Indicators – Rehabilitation programs established

 On Track

* + 1. Update advertising procedures and standard advertising templates to include a statement of encouragement for people with disability to apply.

Responsibility – People and Culture

Timeframe – At times of advertising role

Indicators – Statement included in standard advertising templates.

 On Track

* + 1. All vacancies to be referred to disability employment registers.

Responsibility – People and Culture

Timeframe – All times of advertising a role

Indicators – 100% of vacancies referred to disability employment registers.

 On Track

7.1.7 Contribute to SASP T50 – People with disability: Increase by 10% the number of people with a disability employed in South Australia by 2020 – increase from current baseline (2.1%)

Responsibility – Business Divisions

Timeframe – 2021

Indicators – Increase in percentage of employees with a disability from current baseline (2.1%)

 On Track

Progress Indicators

  On track  Overdue  Completed