

TEMPLATE - STANDALONE DISABILITY INCLUSION ACTION PLAN

September 2016

Overview

Producing a standalone DIAP enables councils to showcase their leadership in disability inclusion.

This document provides a template for councils to produce a standalone DIAP. Guidelines for a standalone DIAP have also been prepared by LGNSW to assist councils.

Actions in the standalone DIAP should be integrated into council's Integrated Planning and Reporting (IP&R) framework. Implementation of the DIAP will also need to be summarised in council's Annual Report and a copy of the implementation given to the Minister for Disability Services.

LGNSW have prepared [NSW Disability Inclusion Action Planning Guidelines for Local Government](#) ('the Guidelines') which provide a comprehensive support to councils in preparing their DIAPs.

1. PUBLIC STATEMENT OF COMMITMENT TO DISABILITY INCLUSION

Message from the Mayor and General Manager and/or a standalone statement on behalf of council.

Include a [Public Statement of Commitment](#) to accessibility and inclusion promoting equal rights for all, including specific reference to people with disability.

It is recommended that this statement summarises how council has delivered on its legislative responsibilities and has given regard to the disability principles in the preparation of its DIAP.

Acknowledgement of Country could also be included in or prior to this section.

2. OVERVIEW AND VISION FOR THE DOCUMENT

This section will provide a short introduction to the context for the DIAP.

It is recommended that the following information be included:

- What the plan is and why it has been developed
- Council's vision for inclusion
- The steps taken in developing the plan including a summary of consultation methods, and the exhibition and adoption of the plan.

EXAMPLE: Penrith Inclusion Plan - People with Disability 2009-2013

- A vision for a sustainable, inclusive and accessible community
- Principles and objectives that will guide Council's work
- A description of the planning and legislative framework that informs the plan
- A community snapshot including information about people with disability living in the region
- Reflection on where Council has come from, and where it is going
- Priority areas for actions
- Practical actions and strategies to progress the vision, with timelines, responsibilities and performance measures

EXAMPLE: Eurobodalla Shire Council Disability Action Plan 2012-2017

Eurobodalla Shire Council Policy Statement

Eurobodalla shire council will take a leadership role within the community to facilitate:

- Making Eurobodalla an inclusive and accessible community for people with disability
- Advocating for:
 - The rights of people with disability, for anti-discrimination legislation, justice systems, complaints mechanisms and advocacy
 - Economic security for people with disability by promoting transition from school to work programs, EEO, jobs, employment and business opportunities, financial independence, adequate income support for those not able to work and affordable housing
 - The provision of support for learning and skills development in early childhood education and care, schools, further education, vocational education, transitions from education to employment, life-long learning
- Supporting personal and community support for inclusion and participation in the community and providing person-centred care and support within Council disability services
- Working with the community to enhance the health, wellbeing and enjoyment of life by providing a supportive healthy environment for all Eurobodalla residents.

3. POLICY AND LEGISLATIVE CONTEXT

This section illustrates how local government disability inclusion planning relates to international, national and state legislation. Include reference to the *Disability Inclusion Act 2014 (NSW)*.

The *Disability Inclusion Act 2014 (NSW)* provides the legislative framework to guide state and local government disability inclusion and access planning. The Act supports people with disabilities to access:

- The same human rights as other members of the community and that governments and communities have a responsibility to facilitate the exercise of those rights;
- Independence and social and economic inclusion within the community; and
- Choice and control in the pursuit of their goals and the planning and delivery of their supports and services.

In meeting the requirements under the Act for disability inclusion and access planning, council must:

- (a) Specify how it will incorporate the UN human rights disability principles into its dealings with matters relating to people with disabilities.
- (b) Include strategies to support people with disabilities, for example, strategies to:
 - i. Provide access to buildings, events and facilities
 - ii. Provide access to information
 - iii. Accommodate the specific needs of people with disabilities
 - iv. Support employment of people with disabilities
 - v. Encourage and create opportunities for people with disabilities to access services and activities.
- (c) Include details of its consultation about the plan with people with disabilities and
- (d) Explain how the plan supports the goals of the State Disability Inclusion Plan, (i.e. strategies that support the four key DIAP areas).

- Section 1.1 of the Guidelines provides an overview of the international, national and state policy and legislative framework relating to disability inclusion.
- Include legislation and standards for disability inclusion pertaining more directly to local government such as the NSW Local Government Act 1993 and Access to Premises Standards
- Show the relationship to other key council plans and policies, in particular council's CSP but may also include Pedestrian Access Mobility Plans (PAMPs), specific Development Control Plans and Housing Strategies.

Tips for councils

Relate the DIAP to other relevant council policies and practices that include measures to promote disability inclusion to such as:

- Community Strategic Plan Vision and Goals
- Any inclusions for universal access within Development Control Plan/s
- Social Justice Policy
- Equal Employment Opportunity Policy
- Economic Development Strategy.
- Community Engagement Strategy

EXAMPLE: Wollongong City Council Disability Inclusion Action Plan 2016-2020



4. COMMUNITY PROFILE

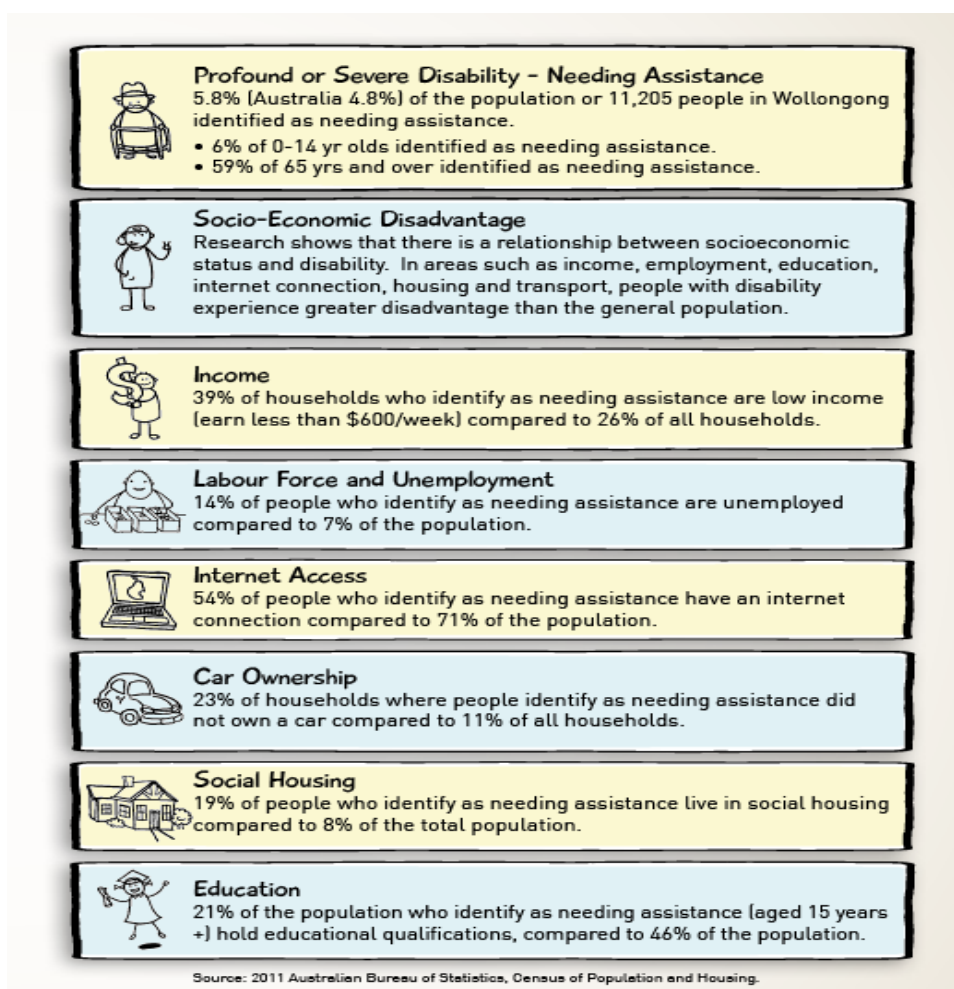
This section will develop a **snapshot of people with disability** within the community to demonstrate inclusion as well as identify priority areas and population groups.

If available provide data on:

- The number of people in the LGA living with some kind of disability
- People needing care and assistance with core activities
- Income and other socioeconomic characteristics of people with disability
- Public buildings in the LGA which are accessible.

ABS 4430.0 - Disability, Ageing and Carers, Australia: Summary of Findings, 2012, (www.abs.gov.au).

EXAMPLE: Wollongong City Council Disability Inclusion Action Plan 2016-2020



This section could also provide a snapshot of council's responsibility to, and support for, people with disability, including:

- The number of people with disability employed by council
- Disability access and advisory community committees
- The number and type of council programs and projects for people with disability such as awareness raising projects, projects to promote access and community services.

5. COMMUNITY CONSULTATION OUTCOMES

This section will summarise the results of community consultation with people with disability undertaken as part of the preparation of the DIAP.

It is important that consultation with people with disability is documented and clearly contributes to the formulation of strategies and actions.

It should include a summary of:

- Areas where the community feels council is performing well
- Priority areas for improvement/areas of low community satisfaction with council's performance
- Key findings for each of the four disability inclusion focus areas (discussed in Section 2 of the Guidelines).

EXAMPLE: Newcastle City Council Disability Inclusion Action Plan 2016-2019, page 16.

Newcastle City Council summary of consultation activities undertaken as part of preparing DIAP

Prior to Draft Being Prepared for Exhibition

- Straight Talking Workshops (two for community members and a workshop held in partnership with Disability Network Hunter for the disability sector) attended by a total of 38 participants
- Meetings with relevant managers and staff from NCC Business Units

Documentation Available

- Draft document available in accessible PDF, Easy Read and text only

Newspaper Advertisements

- Newcastle Herald 23/01/2016
- Newcastle Herald Wednesday 03/02/2016
- Newcastle and Lake Macquarie Star Wednesday 10/02/2016

Daily Radio Adverts

- Radio 2RPH – 3 daily plays of a 30 second promo played during Newcastle Herald broadcasts (12/02 – 18/02)

Online & Social Media

- Exhibition Details between 25/01/2016 and 24/02/2016
- Links to exhibition from Newcastle Regional Library Homepage
- Share on Facebook from Newcastle City Council and numerous community Facebook pages.

Email Marketing

- Distribution of information through various network databases reaching over 300 individuals from community and disability sector.

Workshops and Library Drop in Information Sessions

- 2 workshops on draft plan – City Hall and Wallsend Library attended by a total of 13 participants
- 9 'Drop in' information sessions at branch libraries across the LGA
- Individual and group meetings on request.

6. STRATEGIES AND ACTIONS

This section should contain the **strategies and actions** for how council will support disability inclusion in each of the four key focus areas.

Tips for councils

- Councils may choose to address all four disability inclusion focus areas in one chapter or split strategies and actions for the four areas into separate chapters
- When developing strategies and actions for disability inclusion avoid motherhood statements and be specific
- Look for and identify partners in the wider regional and local community who can work with you and help deliver on actions.

Example of how a DIAP strategy and action table could be formatted

Strategy	Action	KPIs	Responsibility	Timing	IP&R Ref
What is the overarching strategy for disability inclusion?	What are the specific actions council will take to deliver the strategy? There will likely be multiple actions related to each strategy.	What will be the indicators of success?	Who is responsible for delivering the action?	What is the timeframe for delivering the action?	Where is this mentioned in IP&R documentation?

EXAMPLE 1: FOCUS AREA: ATTITUDES AND BEHAVIOURS

Work with local disability organisations and the community to make events, activities and facilities accessible and inclusive	Prepare inclusion and access guidelines for cultural and community events	Participation rates of people with disability in council programs and events (Data: event feedback)	Community Development Officer	Short term (1-2 years)	<p>CSP Theme: An active cultural life</p> <p>DP Goal: Council and community programs, events and facilities encourage participation of people of all abilities, and celebrate and value diversity</p>
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EXAMPLE 2: FOCUS AREA: LIVEABLE COMMUNITIES

Progressively upgrade council owned assets to meet Access to Premises Standards or relevant best practice approach	Review and upgrade council's sub-district libraries to meet Standards	All council libraries to meet minimum Access to Premises Standards (Data: building asset audit)	Building Assets Manager	Medium term (2-4 years)	<p>CSP Theme An accessible community</p> <p>DP Goal: The built environment is inclusive and accessible for people of all abilities</p>
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EXAMPLE 3: FOCUS AREA: EMPLOYMENT

Increase employment of people with disability within council.	A minimum of 5% people with disability employed by council.	Percentage of / change in number of people with disability employed by council	Human resources	Medium term (2-4 years)	<p>CSP Theme A working community</p> <p>DP Goal: Make diversity and inclusion key to strategic workforce planning</p>
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EXAMPLE 4: FOCUS AREA: SYSTEMS AND PROCESSES

Provide council information in a range of formats that provides best practice accessibility to services and support for people with disability	Audit and revise council's website to be compliant with WCAG 2.0 AA.	Accessibility of council's website against WCAG 2.0 AA (Data: web audit)	Information Technology Officer	Short term (1-2 years)	<p>CSP Theme An informed community</p> <p>DP Goal: Information is accessible to people of all abilities in the community</p>
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7. MONITORING AND EVALUATION

This section identifies how council will report on implementation of the DIAP within council and to the community.

It is important that the monitoring and evaluation framework identifies:

- The process for reporting annually on the DIAP action items
- How council will engage with people with disability on an ongoing basis about the progress of the DIAP.

EXAMPLE: Shoalhaven Disability Action Plan: Monitoring, evaluation and review

3.1 Monitoring and evaluation procedures

Responsibility for implementation of DAP strategies also includes monitoring and evaluation of strategies within time frames provided. The DAP is designed to complement the SCC Management Plan. Strategies and goals set out in the DAP will be incorporated within the Management Plan. Incorporation of relevant DAP strategies will occur within Council's annual planning and management program.

Regular monitoring and annual evaluation of the DAP will include

- Assessment of the quality and success of implementation to date
- Modification of strategies as required to achieve specific DAP goals
- Results of the review process presented to the SCC Access Committee for progressive evaluation and endorsement of achievements and strategies
- Annual report provided to General Manager, Council, and HREOC
- Annual reports will be made available to SCC residents via SCC Administrative Buildings, libraries and website.

Overall effectiveness of the SCC DAP is measured through increased contact and improved communication with SCC residents with disabilities, and assessed through registered grievances and measurable change in attitudes of employees through improved accessibility of SCC assets.

3.2 Review process

Annual Reviews. These reviews should include but not be limited to

- Relevance and usefulness of DAP as perceived by internal and external stakeholders through an effective consultation process
- Ensure continuing public awareness raising and promotion of DAP
- Review and upgrade relevant staff training, and particularly for staff responsible for implementation of DAP
- Updating of available technologies and assistive technologies.
- Updating of resources and references

Five Yearly Reviews. The DAP is a five year plan. In addition to the annual review process, a five yearly review should include

- Review and evaluation of the complete DAP
- Adoption and publication of an updated DAP.

Appendices

References

Identify any legislation or documents that have been referenced in the preparation of the DIAP.

Acronyms

Provides a quick reference guide to commonly used acronyms in the document.

8. PUBLICATION OF DIAP

Council must, as soon as practicable after 1 July 2017 give a copy of its DIAP to:

- (a) The Disability Council NSW, and
- (b) Make the plan publicly available.

The Disability Council NSW provides the following instructions for submission of a DIAP:

1. Check your DIAP against the Disability Council Checklist for DIAPs
2. Submit a weblink to your DIAP by email to: DisabilityCouncil@facs.nsw.gov.au on or before **1 July 2017**.

For further assistance with your DIAP:

Contact **Anita Ceravolo**, Senior Policy Officer Disability Inclusion

E: anita.ceravolo@lgnsw.org.au

T: 9242 4127

W: www.lgnsw.org.au/policy/disability.