

A quick guide to local council reporting on the progress of Disability Inclusion Action Plans

Summary

- All councils need to report on the progress of their Disability Inclusion Action Plans (DIAPs) in their annual reports.
- The report should highlight the progress being made against the actions in the council's DIAP and align with the focus areas of the NSW Disability Inclusion Plan.
- A copy of the annual report or the relevant sections should be provided to the Department of Family and Community Services by 30 November.

Disability Inclusion in NSW

In 2014 the NSW Disability Inclusion Act 2014 (the Act) required all NSW government agencies and local councils to develop Disability Inclusion Action Plans (DIAPs) in consultation with people with disability. These plans were to outline the measures put in place so that people with disability can access general supports and services available in the community and can participate fully in the community.

The NSW Disability Inclusion Plan identified four areas of focus that people with disability said were priority areas. These were:

- 1) Developing positive community attitudes towards disability
- 2) Creating liveable communities
- 3) Increasing access to meaningful employment
- 4) Improving access to mainstream services through improved systems and processes.

To help councils meet their planning obligations under the Act, the Department of Family and Community Services supported LGNSW to run forums, develop guidelines ([available here](#)) and provide local support.

All 128 councils in NSW have now developed and published DIAPs - an unprecedented achievement!

Annual reporting on DIAPs

The NSW Disability Inclusion Act requires all councils to report on the progress of implementation of their DIAPs in their annual reports to align with their current reporting processes.

Councils should view this reporting as an opportunity to share good practice or novel approaches, demonstrate how they are responding to public feedback and suggestions and showcase the progress they are making towards an inclusive community. The target audience for the report is of course the local community.

In general, the following should be considered:

- Where possible reporting should be grouped under the four focus areas of the NSW Disability Inclusion Plan outlined above.
- Keep the language of the report clear and simple.
- Capture the narrative and report outcomes, the good news stories, the impact on people in the community, the personal experiences and the feedback received.
- Ensure that report actions relate back to targets set by councils in the Disability Inclusion Action Plan.

What should be included in the annual report

There is no set format for reporting however the attached template provides one example that could be used to guide to collation and presentation of content to align with the priority areas of the NSW Disability Inclusion Plan.

The range of activities included in the report will relate to the DIAP that councils have developed. Some examples are provided below.

Positive attitudes

- Meetings, public consultations, access committees
- Publications, resources
- Public awareness

Employment

- Staff training
- Recruitment practices
- Work experience / mentorship
- Flexible arrangements

Liveable communities

- Inclusive events
- Infrastructure projects
- Facilities management
- Sport and recreation access

Systems and processes

- Website accessibility
- Community transport
- Surveys and feedback
- Mapping of toilets

Where should it be included in the annual report?

Councils and government departments can choose to include their DIAP report in the appendices. Councils are also encouraged to highlight significant actions, outcomes or projects in the main body of the report. As a general rule, councils should consider the needs of their community and provide versions that are accessible.

Achieved something your council would like to highlight?

LG NSW and FACS encourage councils to share their good news stories and achievements and can assist councils to publish or disseminate innovative programs or upcoming events.

Please contact LGNSW and/or FACS if your council is having an event, launch or announcement about disability inclusion.

When and where does the report need to be sent?

As outlined in the NSW Disability Inclusion Act, a local council must, as soon as practicable after preparing its annual report, give the Minister for Disability Services a copy of the part of the annual report relating to the implementation of its Disability Inclusion Action Plan.

In practice the Department of Family and Community Services and the Disability Council NSW will manage the compilation of these reports on behalf of the Minister for Disability Services.

A copy of the annual report or the relevant sections should be provided to the Department of Family and Community Services (on behalf of the Minister for Disability Services) as soon as practicable following the finalisation of the annual report but no **later than 30 November of the report year**.

Please provide a PDF or Word copy, and/or the link to the published report on the Council website.

SEND TO:

NSW FACS Disability & Inclusion Planning at NSWDIP@facs.nsw.gov.au

and to

LGNSW Social & Community Team at lgnsw@lgnsw.org.au

For further information

For further information on details in this fact sheet please contact

- NSWDIP@facs.nsw.gov.au

If you would like further information on the Local Government Disability Inclusion Action Plan and its report please contact:

- Social & Community Team email: lgnsw@lgnsw.org.au

This fact sheet was prepared by the NSW Department of Family and Community Services in consultation with Office of Local Government and LGNSW.