

HOW TO GUIDE – ADAPT AN EXISTING DISABILITY ACTION PLAN

September 2016

Overview

Local government is required by the *Disability Inclusion Act 2014 (DIA 2014)* to undertake disability inclusion action planning (DIAP) by 1 July 2017. Councils have a number of options. They can prepare a standalone DIAP, integrate their DIAP directly into their integrated planning and reporting (IP&R) framework or, if they have an existing Disability Action Plan (DAP), adapt it to meet the regulatory requirements.

This document provides guidance for councils who intend to adapt their existing DAP to meet their legislated requirements for a DIAP. In revising their DAP, councils can either choose to prepare a standalone DIAP (see How to guide and template) or integrate their DIAP into their IP&R framework (see How to guide and template).

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.

Legislative requirements

The minimum legislative requirements for local government in relation to preparing a DIAP are set out in the *DIA 2014*. These are:

- NSW councils to prepare a DIAP by 1 July 2017
- Consulting people with disability must be undertaken and documented as part of the planning process
- Councils must give a copy of the DIAP actions to the Disability Council NSW
- Councils must report on implementation of their DIAP in their Annual Report, and forward a copy to the Minister
- Council must review their DIAP every four years.

Council's DIAP strategies and actions must address the four key focus areas of:

- Developing positive community attitudes and behaviours
- Creating liveable communities
- Supporting access to meaningful employment
- Improving access to services through better systems and processes.

Key differences in preparing a DIAP rather than a DAP

- **Key focus areas** – These are aligned to the NSW Disability Inclusion Plan priority areas
- **Consultation** – A greater emphasis on consultation at all stages of planning, implementation and monitoring
- **Reporting** – New public monitoring and reporting requirements through local government Annual Reports and dissemination of reports to the Disability Council NSW
- **Governance** – Demonstrating council's executive commitment to the DIA principles

To meet the legislative requirements of a DIAP, councils must address each of these changes.

7 steps to adapting a DAP

Following a review of council's existing DAP the council team or staff member responsible for preparing the DIAP should consider the following questions.

1. Key focus areas

Key considerations

Has your DAP addressed all four key focus areas for disability inclusion?

See [Section 2 of the NSW Disability Inclusion Action Planning Guidelines for Local Government](#) for in depth discussion of focus areas.

If yes, align DAP actions to the key DIAP focus areas.

If no, you will need to address each of the four focus areas through consultation with people with disability and the development of appropriate strategies and actions.

Tips for councils

If consulting on one of the focus areas, it is recommended that you undertake consultation for all four focus areas to ensure all information is up to date and as relevant as possible.

2. Consultation

Key considerations

Was community consultation undertaken as part of preparing the DAP?

Do you have a record of consultation outcomes?

Did you specifically consult with people with disability?

Did community engagement address each of the four focus areas?

If yes to all of these questions, (and consultation was relatively recent) you will be required to provide a summary of the inclusive consultation process and outcomes to the Disability Council NSW.

If the answer to any of these questions is no, you will be required to undertake community consultation that meets the requirements of a DIAP.

Further information on how to undertake a consultation process to meet the regulatory requirements is provided in the Standalone and Integrated DIAP How to guides.

Tips for councils

OPTIONAL – consider exhibiting the revised DIAP for public comment. Note that this draft needs to be public by **April 2017** in order to allow time for amendments.

3. Reporting

Key considerations

Does the DAP include an evaluation framework for monitoring, reviewing and reporting on progress towards achieving strategies and actions?

Does the framework provide key performance indicators to monitor implementation of actions for disability inclusion in each of the focus areas?

*If **yes**, update the evaluation framework to ensure that each measure is reflected in IP&R documentation and can provide sufficient information to support a report on the implementation of the DIAP within the Annual Report.*

*If **no**, develop an evaluation framework including key performance indicators for incorporation into council's Annual Report.*

Note that a full review of the DIAP will be required every four years in line with council's IP&R reporting framework.

4. Governance

Key considerations

Does the DAP have a known executive level sponsor?

*If **no** provide a briefing to the executive or the senior management about the new requirements under DIA 2014 and the business case for council in supporting an inclusive community.*

Have strategies and actions for disability inclusion filtered down through to Integrated Planning and Reporting documentation (IP&R)? Has resourcing for actions, including responsibility and budget allocation, been included in Resourcing Strategy, including Long-Term Financial Plan, Workforce Strategy and Asset Management Strategy and Plans?

*If **no**, strategies and actions should be inserted into the Community Strategic Plan, and flow down into the Delivery Program and Annual Operational Plans when they are next revised. Resourcing and budget implications of DIAP actions also need to be included in the appropriate IP&R documentation.*

5. Publish

Key considerations

Has the DAP been published in a range of accessible formats and made publicly available for example on council's website?

*If **no**, then council must ensure that its DIAP (either now integrated with its IP&R documentation or as a standalone document) is publicly available in a range of accessible formats.*

*If **yes**, and all other requirements have been adequately addressed, then submit the DIAP (either as a standalone or integrated summary document – see relevant How to Guides) to the **Disability Council NSW by 1 July 2017**.*

Tips for councils

Even if council has only needed to make minor changes to meet its requirement for disability inclusion it is recommended that it publicly exhibits and promotes its new DIAP. This would provide a strong message from the organisation to staff and the community regarding the importance of creating an inclusive community.

6. Promote to staff and the community

Key considerations

Raise awareness of the DIAP process and implementation with councillors, council staff and the community.

7. Implementation of actions

Key considerations

Facilitate cross-departmental accountability and community oversight during implementation.

Final checklist

- Disability Action Plans must be rebadged as Disability **Inclusion** Action Plans
- The DIAP must include details of consultation with people with disability including how the consultation has informed strategies and actions, outcome of the consultation, who was consulted and opportunities for on-going consultation
- DIAP must reflect the disability principles (referenced in *DIA 2014*) and reference the key focus areas
- DIAP must have an evaluation framework including requirements for on-going reporting, monitoring and revision
- DIAP must be sent to the Disability Council NSW and published by council in a range of accessible formats including on council's website.

For further assistance with your DIAP:

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