

Disability Inclusion Action Plan 2018-2022



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1. Policy statements

The Commission has in place a Disability Inclusion Action Plan 2018-2022 which was developed in accordance with the provisions of relevant legislation, including the *Disability Discrimination Act 1992 (Cth)*, the *Anti-Discrimination Act 1977 (NSW)* and the *Disability Inclusion Act 2014 (NSW)*.

The Commission is committed to ensuring its services are accessible and providing the necessary resources to treat staff, visitors and members of the public in an equitable, professional and compassionate manner, having regard to any disabilities they may have.

The Commission's Disability Inclusion Action Plan is monitored annually, with a review of activity against the Plan's stated outcomes. A report is then prepared for the Commissioner. The Commission will review the Disability Inclusion Action Plan before the end of every four year period.

2. Commission overview

The Commission administers the *Crime Commission Act 2012* and the *Criminal Assets Recovery Act 1990*.

The majority of users of the Commission's services are those directly or indirectly involved in the Commission's investigations and litigation. These include those being investigated, those against whom the Commission has initiated litigation, legal representatives of those people, witnesses, informers, law enforcement officers from a number of agencies (State and Commonwealth), as well as building contractors, interpreters and Commission staff. The Commission does not usually have dealings with the general public, nor hold public consultations.

3. Definitions

The term "people with a disability" refers to people with all kinds of impairment, either from birth or acquired through illness, accident or the ageing process. It includes physical, sensory and psycho-social disabilities as well as cognitive impairment.

The *Disability Inclusion Act 2014* defines disability in the following way:

disability, in relation to a person, includes a long-term physical, psychiatric, intellectual or sensory impairment that, in interaction with various barriers, may hinder the person's full and effective participation in the community on an equal basis with others.

4. Staff with a disability

The Commission takes seriously its obligations to the principles of Equal Employment Opportunity, by ensuring that jobs are awarded to the best qualified applicant, without unlawful discrimination.

The Commission offers employment opportunities to persons who identify as having a disability and makes special arrangements, as required, to facilitate interviews.

Workplace adjustments for staff with a disability are made on the basis of individual need.

5. Consultation process

Before commencing work at the Commission, new staff members are asked to complete the *Equal Employment Opportunity Data Collection Form*, which asks whether the person has a disability and whether any adjustments at work are required. From this, the People & Culture Manager develops a workplace plan with the employee to establish and make the necessary workplace adjustments.

Broader staff surveys include questions to gauge staff attitudes towards the Commission's ability to accommodate people with a disability and provide equitable services.

6. Achievements

The Commission has recently implemented a number of strategies in support of its disability action planning.

Specifically, the Commission has:

- developed and implemented a *Bullying, and Unreasonable Behaviour Policy and Procedures*;
- provided training for all staff on bullying, harassment and discrimination;
- reviewed, communicated and improved access to a range of human resource policies and procedures, including Leave and Grievance handling;
- provided information in a range of formats to ensure accessibility of information;
- developed an Intranet with more readily accessible information;
- reviewed the Commission's *Emergency Evacuation Procedures* to make specific arrangements for the evacuation of people with disabilities; and
- advertised targeted positions for people with a disability.

The Commission ensures that it does not discriminate against people with a disability when selecting staff, and makes appropriate adjustments for staff with a disability.

The Chief Operating Officer and People & Culture Manager have established a process of consultation with staff with a disability to ensure their needs are being appropriately addressed.

Lift buttons and toilet facilities in the Commission building have braille signs for the visually impaired.

As a further indicator that the access goals of the previous *Disability Action Plan* have been met, there have been no external complaints made to the Commission about access to Commission premises, information or job opportunities for people with disabilities.

7. Reporting

In accordance with the *Disability Inclusion Act 2014*, the Commission must give a copy of the plan to the Disability Council and make the plan publicly available, as soon as practicable after the date on which the Commission is required to have a plan (from 1 July 2015).

The Commission is also required to provide the Minister with a report relating to the Commission's implementation of the *Disability Inclusion Action Plan* after the end of each financial year.

8. Monitoring and review

The Commission's *Disability Inclusion Action Plan* is monitored annually, with a review of activity against the Plan's stated outcomes. A report is then prepared for the Commissioner. This information is also reported in the Commission's Annual Report in accordance with the *Annual Reports (Departments) Regulation 2015*. Any matters that require attention are dealt with as needs arise, through the Commission's Executive Team.

The Commission will review its *Disability Inclusion Action plan* before the end of every four (4) year period.

Version control

Version	Effective date	Update comments	Author
2015-2019 v 1.0	2 April 2015	New Plan developed in line with <i>Disability Inclusion Act 2014</i> .	Governance Team
2015-2019 v 1.1.	28 August 2017	Plan revised to reflect current titles and status of actions.	Governance Team
2018-2022 v1.2.	13 August 2018	Purpose, title and status of actions revised.	Chief Operating Officer
2018-2022 v1.3.	10 September 2019	Operations Support Manager title updated	Governance Team

Publication information

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Acknowledgements	<p>Ageing, Disability and Home Care (FACS), Sept 2008, <i>Guidelines for disability action planning by NSW Government agencies.</i></p> <p>NSW Department of Premier and Cabinet, 2010, <i>EmployABILITY – A strategy to increase employment opportunities for people with a disability in the NSW Public Sector.</i></p> <p>Department of Social Services, 2011, <i>National disability strategy 2010-2020.</i></p> <p>Department of Family and Community Services, 12 September 2014, <i>Disability Inclusion Action Planning Guidelines</i></p>
Related documents	<p><i>Disability Discrimination Act 1992 (Cth)</i></p> <p><i>Disability Inclusion Act 2014 (NSW)</i></p> <p><i>Anti-discrimination Act 1977 (NSW)</i></p>

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