# *Disability Access and Inclusion (DAIP) Template*

*State authorities are encouraged to adopt this template for Disability Access and Inclusion Plans (DAIP) as it will promote consistency in presentation and support State authorities to meet their reporting requirements.*

*The template is provided in a Word version to enable State authorities to apply their own formatting and branding and modify as needed.*

***Highlighted bold type*** *is used throughout the template to provide examples and suggestions only and should be deleted when no longer required. The* ***bold highlighted text*** *is used to ensure the document is accessible for people who are vision impaired.*

*The tables within the template enable actions, responsibilities, timeframes and measurable targets to be set out and aligned with the themes and priority areas of* Inclusive SA: State Disability Inclusion Plan 2019–2023*. State authorities can determine how many actions to enter in each section. There is no mandatory requirement.*

# (Name of State authority) Disability Access and Inclusion Plan (dates)

Statement from Chief Executive / Leadership

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Contents

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Contact Details

**Could include contact details (phone, email, post, fax, and internet) and invite feedback on the DAIP. A link to a feedback form is an option.**

This Disability Access and Inclusion Plan (DAIP) is available on the **Name of Agency** website. If you require a copy in an alternative format, (such as Easy Read, large font, electronic format (disk or emailed), audio or Braille), please contact **details**.

## About **State authority**

**Outline the purpose/role of the State authority, services and information it provides and facilities it operates. This will assist in identifying potential barriers to access and inclusion for customers or staff with disability.**

### Staff profile

**Include the percentage of staff identifying as having a disability, any relevant existing plans relating to access and inclusion (e.g. workforce plans related to employment, training and retention of people living with disability).**

### Strategic Context

**Include a section about the strategic context, referencing the *Disability Inclusion Act 2018* (SA), *Inclusive SA: State Disability Inclusion Plan 2019–2023*, the *National Disability Strategy 2010–2020* and the United Nations Convention on the Rights of Persons with Disabilities.**

### Our vision

**Include State authority’s vision for disability access and inclusion.**

**If an agency or Council has a City or Regional Plan explain how this will include disability access and inclusion.**

## Actions **(To be completed by each State authority)**

The **(name of State authority)** Disability Access and Inclusion Plan is structured around the themes and priority areas of the Inclusive SA: State Disability Inclusion Plan 2019–2023.

### 1: Inclusive communities for all

**Social inclusion is a priority for people living with disability as it affects all aspects of their lives. It is our aim that the contributions and rights of people living with disability are valued and understood by all South Australians and that their rights are promoted, upheld and protected. We also want to ensure that people living with disability are supported to advocate for their own rights.**

Priority 1: Involvement in the community

Priority 2: Improving community understanding and awareness

Priority 3: Promoting the rights of people living with disability

**Actions might include:**

* **Strategies in place to ensure that people can participate in Local or State Government proceedings (For example, aids and equipment)**
* **Establishment of best practice resources relating to communication, websites and events to ensure accessibility and inclusion for all.**
* **Strategies to improve access and inclusion to sport, recreation and cultural events/facilities.**
* **Disability awareness training for all staff.**
* **Include disability awareness training as part of induction programs for new employees.**

**Suggested Measurable Targets:**

* **Proportion of people living with disability who participate in common cultural and recreational activities.**
* **Proportion of people living with disability who participate in community and social groups.**
* **Data on disability awareness training sessions held, and the proportion of staff who have attended.**

| Action | State Plan Priority # | Responsibility | Timeframe | Measurable Target |
| --- | --- | --- | --- | --- |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |

### 2: Leadership and collaboration

**People living with disability want to have a greater role in leading and contributing to government and community decision-making. It is our aim that the perspectives of people living with disability are actively sought and that they are supported to participate meaningfully in government and community consultation and engagement activities.**

Priority 4: Participation in decision-making

Priority 5: Leadership and raising profile

Priority 6: Engagement and consultation

**Actions might include:**

* **Establishment of consultation and engagement practices that ensure people living with disability are engaged and consulted.**
* **Ensuring all members of the community can fulfil their civic roles e.g. voting in Council elections**
* **Development of a Supported Decision-Making policy and practice framework to support people living with disability to make decisions about services that affect their lives.**
* **State authority to consider how its services can support capacity building for young people living with disability to ensure their participation in decision-making.**
* **Establishment of a Disability Register to assist in identifying people with lived experience for committees and advisory groups.**

**Suggested Measurable Targets:**

* **Local Disability Register established**
* **Proportion of people living with disability represented on a Council or an advisory group**
* **Proportion of people living with disability that were engaged and consulted on issues.**

| Action | State Plan Priority # | Responsibility | Timeframe | Measurable Target |
| --- | --- | --- | --- | --- |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |

### 3: Accessible communities

**The accessibility of the built environment, quality services and information is key to ensuring people living with disability are included and have the opportunity to equally participate in all aspects of community life. It is our aim to increase accessibility to public and community infrastructure, transport, services, information, sport and recreation and the greater community.**

Priority 7: Universal Design across South Australia

Priority 8: Accessible and available information

Priority 9: Access to services

**Actions might include:**

* **Establishment of a universal design policy that sets out a consistent approach for planning approvals across a Council area.**
* **Communication and information systems using accessible technologies and alternative formats, including website accessibility (could include Easy Read, Auslan, pictorial forms, large font, audible options, Braille, subtitles and VoiceOver).**
* **Ensuring civic life is accessible to all (including social, sporting, recreational, cultural, religious, political and economic opportunities).**
* **Explore the redesign or creation of an app (or other medium) that displays existing and future services and facilities (such as toilets, eateries, sports and recreation facilities, transport services, beaches that are wheelchair and disability-access friendly) within the agency’s area.**
* **Continuous improvement of access and inclusion to sport, recreation and cultural activities and facilities.**
* **Inclusion of the installation of signs indicating disability access and multi-media devices to include people who are deaf and blind in infrastructure maintenance and upgrade schedules.**
* **Review the availability of accessible car parks including function, design and location.**
* **Development and access to assistive technologies, e.g. aids and equipment.**
* **Audit the access of your premises and establish a schedule of modifications**

**Suggested Measurable Targets:**

* **Proportion of people living with disability who accessed State authority events or services**
* **Measures undertaken to ensure universal design principles are included in planning decisions**
* **Measures undertaken to ensure meetings and activities are accessible by all**
* **Measures undertaken to ensure future infrastructure, event, workforce and other decisions consider accessibility and inclusion for those living with disability**
* **Assistive technologies available**

| Action | State Plan Priority # | Responsibility | Timeframe | Measurable Target |
| --- | --- | --- | --- | --- |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |

### 4: Learning and employment

**Workforce participation is fundamental to social inclusion. It provides economic independence and choice, social connections and friendships, value, identity and belonging. It is our aim that people living with disability have access to inclusive places of study and that education and training provides pathways to meaningful and inclusive employment and volunteering opportunities.**

Priority 10: Better supports within educational and training settings

Priority 11: Skill development through volunteering and support in navigating the pathway between learning and earning

Priority 12: Improved access to employment opportunities and better support within workplaces

**Actions might include:**

* **Promoting workforce diversity, becoming an employer of choice.**
* **Increasing employment, volunteering and work experience opportunities for people living with disability.**
* **Implementing training, career development and mentoring programs for employees with disability.**
* **Ensuring accessible workplaces, timely modifications and flexible job design.**

**Suggested Measurable Targets:**

* **Proportion of people living with disability employed, volunteered or undertook work experience at the State authority.**
* **Measures taken to engage people living with disability that enables them to gain skills and experience.**
* **Number of State authority employment opportunities that targeted people living with disability.**

| Action | State Plan Priority # | Responsibility | Timeframe | Measurable Target |
| --- | --- | --- | --- | --- |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |

## Disability access and inclusion plan development

### Consultation

**Outline the consultation process undertaken, including how you consulted with people with disability, and how you called for public submissions.**

**This section will be taken as your report under regulation 9(4) of the *Disability Inclusion Regulations 2019* (SA).**

### Relationship to other policies, strategies, frameworks

Outline how your DAIP links to your existing policies, procedures and planning mechanisms (For example, strategic, business plans).

### Examples of previous achievements

**These could be related to previous disability action plans or other relevant initiatives.**

## Implementation process

**Explain how the DAIP is being implemented. This could include:**

* **lines of responsibility for DAIP implementation**
* **how the plan will be communicated to internal/external stakeholders and networks, including on agency websites**
* **the appointment of a disability access and inclusion coordinator (if applicable) or committee convened**
* **disability access and inclusion becoming an integral part of everyday business**
* **people living with disability appointed as members of a Council or on committees**
* **disability access and inclusion a regular item on meeting agendas**
* **review of State authority policies, procedures, practices to ensure the needs of people living with disability have been addressed**
* **strategic, business and workforce planning to incorporate goals and outcomes associated with the DAIP**
* **monitoring, reporting and review mechanisms implemented including a process to measure impact of DAIP on people living with disability**
* **positive promotion of the DAIP, with a focus on raising awareness and changing misconceptions, rather than simply complying with legislative requirements.**

## Acknowledgments

**Acknowledge groups and individuals who assisted in DAIP development/implementation.**

## Glossary and Definitions

**Include definitions, abbreviations and explanation of terms that may be unfamiliar**