

Disability Inclusion Action Plan

2019–2022



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*We acknowledge Aboriginal people as Australia's first peoples,
and as the Traditional Owners and custodians of the land
on which we live and work.*

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Secretary's foreword



I am proud to endorse the Department of Jobs, Precincts and Regions (DJPR) Disability Inclusion Action Plan 2019–2022.

The plan sets our focus on the specific goals we want to achieve from now until 2022 and importantly outlines the work we will undertake to achieve these goals. This will include reviewing our recruitment practices, promoting participation in Disability Confident programs and encouraging our people to model positive attitudes.

Penelope McKay, Deputy Secretary of Corporate Services and Executive Champion of the newly formed DJPR Enablers Network is working to ensure the department has a continued focus in this area particularly in becoming an employer of choice for people with disability.

I am committed to increasing diversity, equity and inclusion at DJPR. It is our imperative as an employer to set the standard for both the public and private sectors through our inclusivity and by creating a safe and welcoming environment for all at DJPR.

This is a live working document so I encourage you to connect with Penelope or the Diversity & Inclusion team to understand how you can be actively involved in achieving this plan.

Simon Phemister
Secretary DJPR

The department recognises the importance of economic inclusion so people with disability have equitable access to the benefits of living, working in and visiting Victoria.





Acronyms

AND	Australian Network on Disability
DA	Victorian Disability Act 2006
DDA	Commonwealth Disability Discrimination Act 1992
DJPR	Department of Jobs, Precincts and Regions
DIAP	Disability Inclusion Action Plan
EOA	Victorian Equal Opportunity Act 2010

Definition of disability

The Commonwealth Disability Discrimination Act 1992 sets out a broad definition to protect people from direct and indirect discrimination based on disability.

The Act considers physical, intellectual, psychiatric, sensory, neurological, learning-related and medical conditions within its definition. This includes disabilities a person has, used to have, may have in the future, is implied to have, or in relation to an associated person.

Social model of disability

A number of models exist to provide context in understanding disability.

Throughout history, disability has predominantly been considered through a medical model. This model focuses on the attributes of individuals and perceives such attributes as a deficit borne by individuals.

In contrast, the social model characterises disability by the environmental and social barriers to inclusion. This model challenges structural and social norms and places an emphasis on improving accessibility to support equal participation.

The social model for disability underpins the DJPR Disability Inclusion Action Plan, hence the emphasis on 'inclusion' in the plan. This also promotes human rights and aligns the plan with Victoria's Charter of Human Rights and Responsibilities Act 2006, the principles and concepts of the United Nations Convention on the Rights of Persons with Disabilities and the changed thinking on defining disability.

Why a disability action plan?

This plan has been prepared in accordance with the requirements of the Disability Act 2006. Disability action plans are developed to:

- Reduce barriers to people with disability accessing information, services and facilities
- Reduce barriers to people with disability in obtaining and maintaining employment
- Promote inclusion and participation in the community of people with a disability
- Achieve tangible changes to attitudes and practices which discriminate against people with disability.

The department's responsibilities are further set out in the aim of Victoria's Equal Opportunity Act 2010 to contribute to making public life discrimination-free and reflected in changes to the Victorian Disability Act 2006 to ensure services are of high quality and account for people with disability.

Purpose of the plan

At DJPR, we celebrate the diversity in our workforce and actively practice inclusion.

DJPR's inaugural Disability Inclusion Action Plan has been developed in accordance with the Victorian Disability Act 2006, with actions outlined based on each of its focus areas.

DJPR's plan has been developed in partnership with the Australian Network on Disability (AND) to support the department's commitment to a diverse and inclusive workforce. The plan outlines DJPR's commitment to promoting inclusion and accessibility for people with disability in the department.

DJPR's plan is based on the social model of disability and aims to foster a workplace that is inclusive and accessible for people with disability.

The plan highlights the department's focus on being an employer of choice for people with disability. This includes working towards a six per cent employment target by 2020, as part of a broader aim to achieve 12 per cent by 2025 within Every opportunity, the Victorian economic participation plan for people with disability 2018–2020.

As of June 2019, based on People Matter Survey (PMS) data, DJPR's disability employment rate was 3%.

DJPR colleagues have provided valuable feedback through working group participation and targeted consultation across the department. Feedback from employees with disability has also been incorporated in the plan's development.

The Executive Director, People and Culture is responsible for the plan's delivery, supported by governance arrangements within Corporate Services through to the Executive Board. Each Group is responsible for the plan's implementation within their respective areas.

The DJPR Disability Inclusion Action Plan highlights the department's focus on being an employer of choice for people with disability.

The DJPR Disability Inclusion Action Plan highlights the department's focus on being an employer of choice for people with disability.



Promoting inclusion and participation in the community

The department has various roles – as policy maker, service provider, purchaser and employer – when it comes to promoting inclusive and accessible participation of people with disability in the community.

While this plan focuses on our role as an employer, Appendix B is dedicated to the department's contribution to promoting inclusion and participation of people with disability in the community.

The department's progress on disability inclusion

Our plan builds on a number of existing programs and initiatives that are contributing to improved outcomes for people with disability including:

- Supporting the development and delivery of whole of Victorian Government initiatives for the economic inclusion of people with disability such as Absolutely everyone: State disability Plan 2018–2020, Every Opportunity: Victorian economic participation plan for people with disability 2018–2020, Getting to work: Victorian public sector disability employment action plan 2018–2025 the Victorian Social Enterprise Strategy, and the department's Social Procurement Policy
- State Government plan Absolutely Everyone (not just gov) they highlight the need for economic participation which is called Every Opportunity (not just in gov) and point 10 of this plan is Getting to Work, support employment – these are the government initiatives we have drawn upon to create this DIAP
- Delivering disability confident manager training and providing resources to managers to build their capability regarding disability inclusion
- Providing employment pathways for people with disability through the Stepping Into internship program, the Graduate Recruitment and Development Scheme, the Youth Cadetship Scheme and dedicating 40 per cent of Youth Employment Scheme placements to disadvantaged youth, including people with disability
- Maintaining annual membership with the Australian Network on Disability to ensure the department's approach to disability inclusion is based on best and emerging practices
- Enhancing the department's HR systems to include an updated privacy statement to assure colleagues that their self-identified diversity information is not available to managers and other colleagues, and to enable people with disability to opt in to targeted communications on professional development opportunities and employee networks
- Actively participating in the Enablers Network, a network of people with disability in the Victorian Public Sector
- Launching the department's Safety and Wellbeing Strategy including implementing the Victorian Mental Health and Wellbeing Charter by establishing a Mental Health and Wellbeing program and associated initiatives such as a Workplace Conciliator, Employee Assistance Program, interactive health and wellbeing portal, and training for managers on mental health management and positive workplace culture
- Announcing 'all roles flex' at the department and updating our flexible work arrangements policy, developing manager and employee guidelines and resources to support flexible work arrangements
- Supporting team members to work flexibly through Future Workplace Program business system enhancements, including updating to Windows 10 and Office 365, Outlook email and calendar with Skype chat, OneDrive and SharePoint online file storage and WebEx videoconferencing
- Acknowledging and celebrating significant dates to promote the achievements and experiences of people with disability, such as International Day of People with Disability, United Nations Human Rights Day, Global Accessibility Awareness Day, R U Okay? Day and World Mental Health Day.

Our vision and principles

DJPR brings together a diverse range of portfolios that are dedicated to building a strong economy for Victoria.

We work in the key sectors of agriculture, creative industries, resources and the visitor economy, with more than 2800 team members in over 80 workplaces across Victoria, as well as in 20 international offices.

Vision for the plan

An inclusive organisation where people with disability participate equally in the workplace and contribute to the Victorian economy.

PRINCIPLES

Respect

The department is an inclusive workplace that values people with disability.

Relationships

We partner with people with disability in the workplace.

Opportunities

People with disability have the same access and opportunities as others.

GOAL 1:

People with disability have access to information, services and facilities

- People with disability have access to DJPR information, services and facilities.
- Complaint and feedback mechanisms are accessible to people with disability.

GOAL 2:

Strategies are in place to increase the employment and retention of people with disability to achieve the department's six per cent employment target by 2020

- Recruitment and selection processes are accessible and barrier free.
- Internal recruiters and external providers are disability confident.
- We actively recruit suitably skilled people with disability.
- We actively attract and promote the department as an employer of choice for people with disability.
- Professional development opportunities are accessible and inclusive.
- Employees with disability have their voice heard and are represented in workplace decision making.

GOAL 3:

We model positive attitudes and best practice to include people with disability

- DJPR takes ownership at all levels.
- Employees and managers are disability confident.
- Communication and marketing includes people with disability in their material.



One in five people
in Australia have disability¹

¹ Australian Network on Disability. Disability-related statistics highlighted throughout the plan have been incorporated from the Australian Network on Disability website <https://www.and.org.au/pages/disability-statistics.html> with data from the Australian Bureau of Statistics.

Achieving our goals

GOAL 1:

People with disability have access to information, services and facilities

ACHIEVING GOAL 1

People with disability have access to DJPR information, services and facilities.

Information

- Review and promote compliance with accessibility standards for communications, through training, advice and guidance on digital content, and ensure appropriate adjustments as required

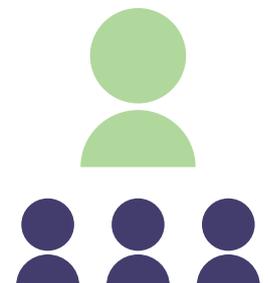
Services

- Promote the employment of people with disability by developing guidance for prospective providers on DJPR's inclusion requirements for contracts and tenders
- Procure from enterprises owned by people with disability and inclusive suppliers providing employment to people with disability by using the department's Social Procurement Policy
- People with disability have equitable access to inductions, meetings, training, and events at DJPR through the update and promotion of guidance material for event organisers

- All new building lease arrangements comply with the Disability Discrimination Act building codes and follow dignity for design principles
- Increase access to workplaces for people with disability by investigating 'beyond compliance' initiatives
- Develop a strategy and prioritise actions by incorporating the 'user perspective' of team members with disability on building and facilities access features in the workplace

Complaint and feedback mechanisms are accessible to people with disability.

- Review and update internal complaint and feedback mechanisms to ensure they are accessible for people with disability



34% of people with a disability in Australia are managers and professionals

CASE STUDY:**Setting up for success**

In 2017, Chrissy joined the department for her third graduate rotation as part of the Victorian Public Service Graduate Recruitment and Development Scheme.

The department used a person-centred approach to ensure Chrissy could access the premises and focus on her new role from day one.

Chrissy provided feedback as part of coordinated consultation with the graduate coordinators, line manager, facilities team and building management to ensure workplace adjustments were in place for her arrival.

Chrissy reflected on her commencement with the department: "Contributing to the consultation process has been valuable. I reviewed the proposed adjustments and made recommendations along the way."

To enable a smooth transition to the department, automated doors were organised at the office entry and bathroom facilities. A car park was also arranged close to the office.

"It meant I could get on with my job, working alongside a disability confident manager like Libby.

Because of the efficient process, and an inclusive and welcoming manager, my time at Trade Victoria has been great."

"I reviewed the proposed adjustments and made recommendations along the way."

Achieving our goals

GOAL 2:

Strategies are in place to increase the employment and retention of people with disability to achieve the department's six per cent employment target by 2020

ACHIEVING GOAL 2

Recruitment and selection processes are accessible and barrier free.

- Achieve Disability Confident Recruiter status through the Australian Network on Disability to equip the department to:
 - Recruit from the entire talent pool by allowing skilled jobseekers with disability to compete on an equitable basis
 - Review and adjust the department's recruitment and selection policies and practices to remove any barriers and to ensure fair and equitable treatment for candidates
 - Provide an excellent candidate experience for all candidates by building hiring manager and recruiter confidence and capability

Internal recruiters and external providers are disability confident.

- Make unconscious bias, disability confident recruiter or awareness training available to hiring managers and recruitment panellists
- Managers and recruiters understand and implement workplace adjustments and flexible working arrangements policies and processes
- Build relationships with disability employment services, recruitment agencies and the Jobs Victoria Employment Network to increase the employment of people with disability
- Work with external recruitment providers to build the confidence and capability of their consultants to refer skilled and talented candidates with disability through their services

We actively recruit suitably skilled and talented people with disability.

- Create a fast track process to progress applicants with disability who meet minimum requirements to the next stage in the selection process, such as RecruitAbility
- Explore the introduction of targeted recruitment, such as through designated roles
- Employ people with disability through the department's employment programs and pathways, including:
 - the Stepping Into Internship Program, for students with disability enrolled at university seeking work experience
 - the Graduate Recruitment and Development Scheme, for university graduates with a generalist background by providing entry level roles



- the Youth Employment Scheme, for young people aged 15 to 24, who are not currently studying or engaged in full time work, by offering a 12-month full time placement, while the participant completes a Certificate III
- the Jobs Victoria Youth Cadetship Scheme, a 3-year pilot program from 2017–2020, providing YES graduates and young people facing barriers to employment with a 2-year cadetship
- Pilot additional pathways to increase the employment of people with disability
- People with disability are represented on the department's paid boards and committees

We actively attract and promote the department as an employer of choice for people with disability.

- Advertise employment opportunities through diverse channels
- Advertise for expressions of interest to establish a talent pool of people with disability
- Enhance the department's corporate website to promote the department's focus on employing people with disability
 - Ensure our recruitment web page/s are WCAG 2.0 compliant and provide people with disability equitable access to employment information
 - Promote the department's Australian Network on Disability membership and, once achieved, Disability Confident Recruiter status

Professional development opportunities are accessible and inclusive.

- Review and monitor the representation of people with disability in the DJPR workforce, including new appointments and promotions, pay equity, leave uptake and flexible work arrangements
- Ensure people with disability have equitable access to learning and professional development opportunities by monitoring participation, and provision of workplace adjustments
- Incorporate input from team members with disability on strategies to support career development
- Pilot programs to increase career development opportunities for people with disability, such as mentoring, coaching, sponsoring, reverse mentoring or future leader programs

Employees with disability have their voice heard and are represented in workplace decision making.

- DJPR Enablers Network was established in November 2019. The Enablers is a employee led network which provides peer support and strategic input to DJPR policy. How to join the network; email DJPRenablers@ecodev.vic.gov.au or search Enablers on the DJPR intranet. Participate in the Victorian Public Sector Enablers Network for people with disability
- Invite people with disability to identify on HR systems, surveys and other channels, ensuring privacy statements are included in plain language

People with disability of a working age are less active in the workplace than people without disability:

53% 
workplace participation rates compared to
83% 

9.4% 
unemployment rates compared to
4.9% 

CASE STUDY:**Stepping Into program pilot****Sharmaine joined the department as part of the department's Stepping Into Internship Program pilot.**

The Stepping Into Internship Program provides university students with disability with work experience while they complete their studies. The program enables the department to build disability confidence, engage in barrier-free recruitment and raise awareness of the skills and talents of people with disability.

Sharmaine was a welcome addition to the Technology Services Division, showcasing her IT project management skills.

Sharmaine strongly encouraged other students to participate in the program to gain corporate experience and add value to their professional development.

Liana, Project Manager, Technology Services described the program as: "A very positive and rewarding experience. Sharmaine's self-management skills and willingness to take on tasks were exemplary and made her a joy to work with."

The internship led to a three-month opportunity in the operational area of Technology Services. Sharmaine went on a study exchange to Tokyo and secured a graduate position in the private sector.

Four interns have since joined the department through the 2018 program intake.

"A very positive and rewarding experience."

Achieving our goals

GOAL 3:

We model positive attitudes and best practice to include people with disability

ACHIEVING GOAL 3

DJPR takes ownership at all levels.

- Our leaders champion the Disability Inclusion Action Plan to foster engagement and support delivery at all levels
- We all support people with disability through ownership at all levels by supporting the delivery of the plan's actions, participating in training, celebrating key dates and attending events
- Influence stakeholder decision making, attitudes and behaviours by promoting economic inclusion and the department's inclusion initiatives and achievements
- Prepare an annual submission for the Australian Network on Disability Access and Inclusion Index to evaluate the department's progress against best practice benchmarks
- Regularly monitor the department's progress and strengthen its approach to disability inclusion and employment across each group
- The department's Disability Inclusion Action Plan progress is reported in the Annual Report
- A communications plan supports the Disability Inclusion Action Plan's implementation

Employees and managers are disability confident.

- Managers and supervisors use disability confident manager training and resources to effectively manage and support team members with disability
- Team members participate in disability confidence training to support inclusion across the DJPR workforce
- Develop a dedicated intranet page to provide managers and team members with key policies, resources and contact information regarding disability in the workplace

Communication and marketing includes people with disability in their material.

- Ensure people with disability are regularly included as employees and stakeholders in marketing material and on the department's website
- The department celebrates the achievements of people with disability by sharing stories and profiles through internal channels

'Disability' results from the interaction between persons with impairments, conditions or illnesses and the environmental and attitudinal barriers they face.

UN CONVENTION ON
THE RIGHTS OF PERSONS
WITH DISABILITIES

CASE STUDY:**Enhancing social procurement outcomes**

The Victorian Social Enterprise Strategy has been developed as the first-of-its-kind in Australia. It expands existing support for the social enterprise sector and positions Victoria as a leader in driving employment and economic growth through social enterprise.

The strategy advocates for greater co-ordination across government to support social enterprises. A healthy sector will support inclusive economic growth, new job creation and more opportunities, including for people with disability to get and sustain work.

In 2017, the department commissioned the Centre for Social Impact to develop Map for Impact: The Victorian Social Enterprise Mapping project as part of Victoria's Social Enterprise Strategy.

Map for Impact produced a searchable map and database of social enterprises across Victoria and a report demonstrating how Victoria's 3500 social enterprises contribute more than \$5.2 billion to the Victorian economy.

Map for Impact supports the overarching strategy to increase social impact and improve market access for social enterprises.

A healthy sector will support inclusive economic growth, new job creation and more opportunities, including for people with disability to get and sustain work.

Appendix A – Strategic context

Victorian Disability Act 2006

The Victorian Disability Act 2006 (VDA) provides a framework for a whole-of-government and whole-of-community approach in providing high quality services and supports as well as responding to the rights and needs of people with disability.

The VDA focuses on:

- establishing the Victorian Disability Advisory Council to provide advice to the Victorian Government on issues that affect people with disability across government services
- emphasises the importance of people with disability being included and participating through the development of the State Disability Plan
- requires all public sector bodies to have a Disability Action Plan and to implement and report on plan progress annually.

Victorian Equal Opportunity Act 2010

The Equal Opportunity Act 2010 (EOA) encourages the identification and elimination of discrimination, sexual harassment and victimisation and their causes, and promotes and facilitates progress towards equality in public life in Victoria.

The EOA focuses on:

- making discrimination or unfavourable treatment based on personal characteristics unlawful in public life and prohibits discrimination in a range of public settings
- outlining the role of the Victorian Equal Opportunity and Human Rights Commission (the Commission) in helping government, business and the broader community to identify and eliminate discrimination

- sets out obligations of organisations and employers regarding providing reasonable adjustments and accommodating parent and carer responsibilities as well as protections for employees, volunteers and unpaid workers
- provides powers to the Commission to investigate systemic issues, the provision of dispute resolution services and exceptions for religious bodies.

Victorian Public Sector Disability Employment Action Plan

The department's Disability Inclusion Action Plan aligns with whole of Victorian Government strategies, such as the Victorian Public Sector Disability Employment Action Plan.

The Victorian Public Sector Disability Employment Action Plan was approved in July 2018 as a key priority of Every opportunity: The Victorian economic participation plan for people with disability 2018–2020 (see Appendix B) to enhance flexible and sustainable employment for people with disability in the Victorian Public Sector.

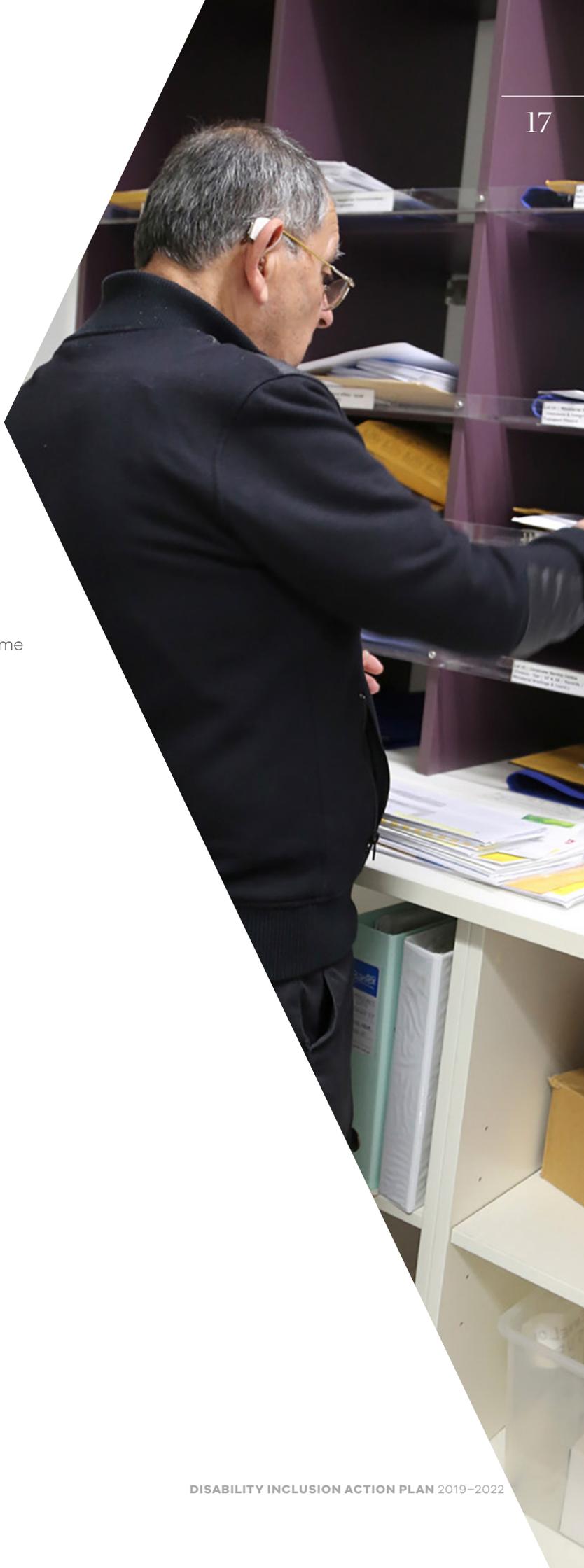
DJPR Delivers Strategic Plan

The DJPR Disability Inclusion Action Plan supports the department to achieve broader objectives within DJPR Delivers. The strategic plan sets the vision for the organisation: A productive, competitive and sustainable Victorian economy that contributes to a prosperous and inclusive society. It provides 10 year outcome targets and a four-year strategy.

DJPR Outcomes Framework

The framework describes how the department will make a difference to the lives and prosperity of all Victorians and measure the impact of our work. The plan contributes to the delivery of the framework in regards to:

- Domain A: Victoria is fair and prosperous –
Outcomes 1–3: Victorians build and share in income and wealth, Victorians participate in and are well connected to jobs and education, and Victorians have dignity and respect
- Domain B: Victoria is liveable and vibrant –
Outcome 1: Victoria's places, towns and cities are accessible and well connected, diverse, resilient and safe
- Domain C: Victoria is competitive –
Outcome 1: Victoria's infrastructure and networks are efficient, reliable, well connected and digitally enabled.



Appendix B – Actions promoting inclusion and participation in the community

The following actions represent the department’s commitment to “promoting inclusion and participation in the community of persons with a disability” (in accordance with s.38 (1)(a) of the Disability Act 2006).

State Disability Plan

The Victorian State Disability Plan 2017–2020, *Absolutely everyone*, provides key priority areas to support the development of actions by providing four pillars for understanding priorities in a person’s life and enabling the experiences of people with disability.

The pillars also highlight where the roles of government, organisations and the community intersect in fostering inclusion.

The department contributes to all four pillars within the State Disability Plan: Inclusive communities; Health, housing and wellbeing; Fairness and safety; and Contributing lives.

The department’s actions in *Absolutely everyone*

The department is contributing to the State Disability Plan through the following actions:

- Support the work of the NDIS by working to make sure that mainstream services, such as employment are inclusive. This is achieved by: making workplace adjustments to accommodate people with a disability, being adaptive to individual needs, and being accessible.
- Support the development of guidelines about inclusive board recruitment and governance and promotes case studies to boost the number of people with a disability on government boards and committees.
- Increase the voice and representation of people with disability by working with local communities and stakeholders.
- Victoria’s creative industries strategy will focus on increasing participation, employment opportunities and pathways for people with a disability within creative industries, and delivering social impact projects.
- Work with people with a disability and seek expert advice to change attitudes by raising community awareness to achieve maximum impact in important areas such as employment.
- Review options to recognise assistance dogs in Victoria by:
 - defining assistance dogs within the Domestic Animals Act
 - establishing a registration scheme for dogs trained through an approved organisation developing a ministerial approval scheme.
- Roll out a staged approach to making Victoria the destination of choice for travellers with a disability by:
 - continuing to work with Regional Tourism Boards and Destination Melbourne to promote accessible tourism to businesses across Victoria
 - undertaking research into the needs and preferences of travellers with a disability
 - supporting accessible businesses to promote their services to travellers with a disability through visitvictoria.com
 - targeting 500 businesses across the state to become more aware of accessibility and more than 100 to be compliant with universal design principles
 - hosting workshops in each of Victoria’s 12 tourism regions by 2020.
- Support the development of a whole-of-government policy incorporating universal design principles into areas such as public transport.

The Victorian economic participation plan for people with disability 2018–2020

- The Victorian economic participation plan for people with disability 2018–2020, *Every opportunity*, was developed to increase the economic participation of people with disability across the full breadth of the Victorian economy.
- *Every opportunity* aims to leverage a range of drivers to deliver improved outcomes for people with disability, including leadership, partnerships, targets, investment, policies, programs and procurement.

The plan sets out early actions to:

- improve education and learning pathways through a focus on schools and skills
- increase employment opportunities in the Victorian public sector and economy
- increase business ownership and innovation.

DJPR's actions support the inclusion of people with disability as the Victorian economy grows.

The department's actions in *Every opportunity*

The department is contributing to the Victorian economic participation plan for people with disability 2018–2020 through the following actions:

- Support employment opportunities across the Victorian economy by:
 - increasing investment through Jobs Victoria to provide more employment opportunities for people with disability
 - creating employment opportunities for young school leavers with intellectual disability through the Victorian Government's JobsBank Initiative.

The department's actions in *Absolutely everyone* and *Every opportunity*

The department is also delivering actions found in both the State Disability Plan and the Victorian Economic Participation Plan for People with Disability:

- Support employment opportunities in the public sector by working with VPSC and DHHS to develop a Victorian public sector disability employment action plan.
- Support business ownership and innovation as part of the State Disability Plan and Victorian Economic Participation Plan for People with Disability by:
 - implementing the Victorian Government's social enterprise strategy with a focus on providing more employment opportunities for disadvantaged jobseekers, including those with disability
 - working with the Department of Treasury and Finance to develop a whole-of-government social procurement framework that takes action to enhance economic opportunities for people with disability
 - working with the Department of Health and Human Services to open opportunities through the Small Business Festival Victoria 2018 to showcase small business owners with disability, and encourage more people with disability to establish businesses or be employed in small business
 - working with the Department of Health and Human Services to enable more people with disability to set up their own businesses through the New Enterprise Incentive Scheme.

Appendix C – Implementation plan

An implementation plan has been developed for internal use.

1. People with disability have access to information, services and facilities

ACTION	TIMING	PERSON RESPONSIBLE
1.1 People with disability have access to DJPR information, services and facilities		
Information		
a. Review and promote compliance with accessibility standards for communications, through training, advice and guidance on digital content, and ensure appropriate adjustments as required	Ongoing	Director, Digital Channels and Brand
Services		
b. Promote the employment of people with disability by developing guidance for prospective providers on DJPR's inclusion requirements for contracts and tenders	Year 3	Chief Procurement Officer with support from the Executive Director, People and Culture
c. Procure from enterprises owned by people with disability and inclusive suppliers providing employment to people with disability by using the department's Social Procurement Policy	Ongoing	All Groups
d. People with disability have equitable access to inductions, meetings, training, and events at DJPR through the update and promotion of guidance material for event organisers	Year 2 Ongoing	Executive Director, People and Culture and Executive Director, Stakeholder Communications and Channels to update and promote guidance material. All Groups to implement
Facilities		
e. All new building lease arrangements comply with the Disability Discrimination Act building codes and follow dignity for design principles	Year 3	Director, Workplace Services
f. Increase access to workplaces for people with disability by investigating 'beyond compliance' initiatives	Year 2	Director, Workplace Services
g. Develop a strategy and prioritise actions by incorporating the 'user perspective' of team members with disability on building and facilities access features in the workplace	Year 1 – user perspective Year 3 – strategy	Director, Workplace Services
1.2 Complaint and feedback mechanisms are accessible to people with disability		
a. Review and update internal complaint and feedback mechanisms to ensure they are accessible for people with disability	Ongoing	All Groups

2. Strategies are in place to increase the employment and retention of people with disability to achieve the department's six per cent employment target by 2020

ACTION	TIMING	PERSON RESPONSIBLE
2.1 Recruitment and selection processes are accessible and barrier free		
<p>a. Achieve Disability Confident Recruiter status through the Australian Network on Disability to equip the department to:</p> <ul style="list-style-type: none"> • Recruit from the entire talent pool by allowing skilled jobseekers with disability to compete on an equitable basis • Review and adjust the department's recruitment and selection policies and practices to remove any barriers and to ensure fair and equitable treatment for candidates • Provide an excellent candidate experience for all candidates by building hiring manager and recruiter confidence and capability 	Year 2	Executive Director, People and Culture to establish Disability Confident Recruiter status process. All Groups to implement
2.2 Internal recruiters and external providers are disability confident		
a. Make unconscious bias, disability confident recruiter or awareness training available to hiring managers and recruitment panellists	Year 1 Ongoing	Executive Director, People and Culture to provide training. All Groups to ensure managers and recruitment panellists participate in training
b. Managers and recruiters understand and implement workplace adjustments and flexible working arrangements policies and processes	Ongoing	All Groups
c. Build relationships with disability employment services, recruitment agencies and the Jobs Victoria Employment Network to increase the employment of people with disability	Year 1 Ongoing	Executive Director, People and Culture
d. Work with external recruitment providers to increase the supply of skilled and talented candidates with disability through their services	Year 2	Executive Director, People and Culture

2. Strategies are in place to increase the employment and retention of people with disability to achieve the department's six per cent employment target by 2020

ACTION	TIMING	PERSON RESPONSIBLE
2.3 We actively recruit suitably skilled and talented people with disability		
Information		
a. Create a fast track process to progress applicants with disability who meet minimum requirements to the next stage in the selection process, such as RecruitAbility	Year 2	Executive Director, People and Culture
b. Explore the introduction of targeted recruitment, such as through designated roles	Year 2	Executive Director, People and Culture to explore the initiative's introduction. All Groups to identify roles to be designated and to target recruitment
c. Employ people with disability through the department's employment programs and pathways, including: <ul style="list-style-type: none"> • the Stepping Into Internship Program, for students with disability enrolled at university seeking work experience • the Graduate Recruitment and Development Scheme, for university graduates with a generalist background by providing entry level roles • the Youth Employment Scheme, for young people aged 15 to 24, who are not currently studying or engaged in full time work, by offering a 12-month full time placement, while the participant completes a Certificate III • the Jobs Victoria Youth Cadetship Scheme, a 3-year pilot program from 2017–2020, providing YES graduates and young people facing barriers to employment with a 2-year cadetship 	Ongoing	All Groups
d. Pilot additional pathways to increase the employment of people with disability	Year 3	Executive Director, People and Culture and All Groups
e. People with disability are represented on the department's paid boards and committees	Ongoing	All Groups

2. Strategies are in place to increase the employment and retention of people with disability to achieve the department's six per cent employment target by 2020

ACTION	TIMING	PERSON RESPONSIBLE
2.4 We actively attract and promote the department as an employer of choice for people with disability		
a. Advertise employment opportunities through diverse channels	Ongoing	All Groups
b. Advertise for expressions of interest to establish a talent pool of people with disability	Year 1 Ongoing	Executive Director, People and Culture to establish EOI process. All Groups to implement
c. Enhance the department's corporate website to promote the department's focus on employing people with disability <ul style="list-style-type: none"> • Ensure our recruitment web page/s are WCAG 2.0 compliant and provide people with disability equitable access to employment information • Promote the department's Australian Network on Disability membership and, once achieved, Disability Confident Recruiter status 	Year 1 Year 2	Executive Director, People and Culture
d. Review and monitor the representation of people with disability in the DJPR workforce	Ongoing	Director, People Services, Executive Director, People and Culture. All Groups
e. Ensure people with disability have equitable access to learning and professional development opportunities, including by the provision of workplace adjustments	Ongoing	Manager, Performance and Development Director, Workplace Relations and Safety. All Groups
f. Incorporate input from team members with disability on strategies to support career development	Year 2 Ongoing	Executive Director, People and Culture and All Groups
g. Pilot programs to increase career development opportunities for people with disability, such as mentoring, coaching, sponsoring, reverse mentoring or future leader programs	Year 3	Executive Director, People and Culture and All Groups
2.5 Employees with disability have their voice heard and are represented in workplace decision making		
a. Invite people with disability and those interested in the inclusion of people with disability to form an employee network to provide strategic input	Year 1	Executive Director, People and Culture and All Groups
b. Participate in the Victorian Public Sector Enablers Network for people with disability	Ongoing	Executive Director, People and Culture and All Groups
c. Invite people with disability to identify on HR systems, surveys and other channels, ensuring privacy statements are included in plain language	Year 1 Ongoing	Director, People Services to update HR ESS system. Executive Director, People and Culture and All Groups to implement

3. We model positive attitudes and best practice to include people with disability

ACTION	TIMING	PERSON RESPONSIBLE
3.1 DJPR takes ownership at all levels		
a. Our leaders champion the Disability Inclusion Action Plan to foster engagement and support delivery at all levels	Ongoing	Executive Board All Managers
b. We all support people with disability through ownership at all levels by supporting the delivery of the plan's actions, participating in training, celebrating key dates and attending events	Ongoing	All Groups All Team Members
c. Influence stakeholder decision making, attitudes and behaviours by promoting economic inclusion and the department's inclusion initiatives and achievements	Year 3	Executive Director, People and Culture and All Groups
d. Prepare an annual submission for the Australian Network on Disability Access and Inclusion Index to evaluate the department's progress against best practice benchmarks	Year 1 Ongoing	Executive Director, People and Culture and All Groups
e. Regularly monitor the department's progress and strengthen its approach to disability inclusion and employment across each group	Ongoing	Director, People Services to provide data regularly. Executive Director, People and Culture and All Groups
f. The department's Disability Inclusion Action Plan is publicly available and its progress is reported in the Annual Report	Year 1 Ongoing	Executive Director, People and Culture
g. A communications plan supports the Disability Inclusion Action Plan's implementation	Year 1 Ongoing	Executive Director, People and Culture and Director, Stakeholder Communications
3.2 Employees and managers are disability confident		
a. Managers and supervisors use disability confident manager training and resources to effectively manage and support team members with disability	Ongoing	All Managers All Groups



