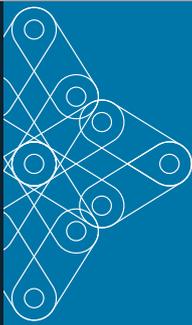




Government of **Western Australia**
Department of **Treasury**



Disability Access and
Inclusion Plan **2018-2022**

Contact for enquiries and proposed changes

The primary contact officer for queries or feedback on the Department of Treasury's Disability Access and Inclusion Plan is the Manager, Workforce Strategies and Development.

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This plan is available upon request in alternative formats such as in standard or large print, electronic format and audio and available on the Department of Treasury's website.

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Disability Access and Inclusion Plan 2018-2022



Message from the Under Treasurer

As a central and leading public sector agency, we are committed to ensuring that people with disability have the same opportunities and access as others to services, facilities and information managed by the Department of Treasury (Treasury).

This plan outlines our disability access and inclusion priorities over the next five years and will aim to build on our past achievements and ensure ongoing action on key strategies as well as the development of new strategies which will provide equal access and inclusion for our employees and stakeholders with a disability.

This plan has been prepared in accordance with our obligations under the *Disability Services Act 1993*, the *WA Equal Opportunity Act 1984*, *Commonwealth Disability Discrimination Act 1992* and the United Nations Convention on the Rights of Persons with Disabilities.

I encourage all Treasury employees to be aware of this plan and be pro-active in their roles when considering the development or review of public sector policy, provision of advice, preparation of publications and organising events. This will ensure that we offer services, facilities and information that are accessible for all.

A handwritten signature in black ink that reads "A. Barnes". The signature is fluid and cursive, written in a professional style.

Michael Barnes

UNDER TREASURER



Our Role and Purpose

Treasury seeks to achieve value for money outcomes for the people of Western Australia through our inspired people, expert analysis and independent advice. The Department consists of the Treasury business and the Public Utilities Office (PUO).

Treasury provides economic and financial management advice to Government. This includes the formulation, implementation and monitoring throughout the year of the State Budget; economic and revenue forecasting; revenue policy advice; advice and analysis on financial arrangements with the Commonwealth; advice on infrastructure policy and planning; advice on the State's financial management framework; and management of the Public Ledger.

The PUO provides quality advice on energy policy issues, including effective and efficient regulatory frameworks; security and reliability of supply; technology trends; consumer protection; and affordability.

We employ approximately 280 employees across five business units and are all centrally located in the Perth CBD.

As a central government agency we have limited direct contact with the general public and our key stakeholders consist of our employees, other public sector agencies and representatives from industry bodies.

Treasury continues to support and value diversity through our workforce and diversity strategies and aims to build a workforce that is representative of the community we live in and offers equity for all.

Our Vision

To be highly valued as the pre-eminent economic, financial and energy policy advisor to Government and steward of the State's financial management and regulatory frameworks.

Our Mission

Serving the Government of the day through the provision of expert financial management and economic and energy policy advice that promotes the public interest.

Our Values

- Innovative Thinking
- Committed People
- Working Collaboratively

What is Disability?

A disability is any continuing condition that restricts everyday activities. The *Disability Services Act 1993* (the Act) defines 'disability' as meaning a disability which:

- Is attributable to an intellectual, psychiatric, cognitive, neurological, sensory or physical impairment or a combination of those impairments;
- Is permanent or likely to be permanent;
- May or may not be of a chronic or episodic nature; and
- Results in substantially reduced capacity of the person for communication, social interaction, learning or mobility and a need for continuing support services.

Planning for Better Access

Access and Inclusion is the consideration and incorporation of the needs of people with disability in all areas of an organisations operations ensuring people have equal access to employment, training and development, products and services, premises, communication and information technology.

It is a requirement of the *Disability Services Act 1993* that all State and Local Government authorities develop and implement a Disability Access and Inclusion Plan (DAIP) to ensure people with disability have the same opportunities as others to access services, facilities and information.

The DAIP provides a framework for the identification of areas where access and inclusion can be further improved within Treasury.

Our Commitment to Access and Inclusion

Treasury strives to achieve the following in relation to access and inclusion for people with disabilities, their families and carers and is committed to achieving the seven desired outcomes which are:

1. People with disability have the same opportunities as other people to access the services of and any events organised by a public authority;
2. People with disability have the same opportunities as other people to access the buildings and other facilities of a public authority;
3. People with disability receive information from a public authority in a format that will enable them to access the information as readily as other people are able to access it;
4. People with disability receive the same level and quality of service from the staff of a public authority as other people receive from the staff of that public authority;
5. People with disability have the same opportunities as other people to make complaints to a public authority;
6. People with disability have the same opportunities as other people to participate in any public consultation by a public authority; and
7. People with disability have the same opportunities as other people to obtain and maintain employment with a public authority.

Achievements from 2012-2017 Plan

Treasury have made some key achievements during the 2012-2017 reporting period and implemented the following strategies and improvements:

- Compulsory training was undertaken by our Strategic ICT and Communications teams to ensure our compliance with Website Content Accessibility Guidelines;
- All external publications were provided in a variety of accessible formats upon request. These include electronic format by email or website, on an audio recording or orally by staff (over phone or in person);
- All internal and external documents are reviewed to ensure their content is website accessible and complies with the National Standards on Website Accessibility. Assistance was available to Treasury staff on how to make documents web accessible and compliant;
- Inclusion of a Disability Awareness eLearning module to educate staff on disability matters and challenges in the workplace;



- Development and publishing of intranet articles (e.g. Global Accessibility Awareness Day) to educate Treasury staff;
 - Implementation of the Workforce Review Project in 2013 resulted in the review of all recruitment documentation and processes to ensure inclusive recruitment methods. This was in accordance with strategies outlined in Treasury's Workforce Diversity Plan 2012-2016; and
 - Meeting building accessibility requirements under State and Commonwealth legislation. This was a major focus with the relocation of Treasury to the David Malcolm Justice Centre building in June 2016.
- A review of DAIP's developed by other public sector agencies;
 - Consultation with internal stakeholders;
 - Consultation with the community;
 - Development of new strategies; and
 - Identification of key responsibility owners, with targeted action dates.

Members of the public were also invited to complete an online survey to provide feedback in the development of the new DAIP. This was advertised on Treasury's website and in the West Australian newspaper.

Review and Consultation process

In preparation for the development and implementation of this new Treasury DAIP, the following process was undertaken:

- Establishment of a new DAIP working group;
- Examination of the existing 2012-2017 DAIP to identify key achievements;
- Review of the existing DAIP to identify activities which required ongoing review and needed to be included in the new DAIP;
- A review of any complaints made to Treasury that were relevant to disability access and inclusion and a review of the existing complaints mechanism process to ensure adequacy;
- A review of Treasury work areas to determine which areas had direct contact with the public and may impact on disability access and inclusion;

Findings of the Review and Consultation

There was limited feedback supplied from the community. The strategies in the previous plan were reviewed, updated and a new set of strategies were developed.

Responsibility for implementation

The *Disability Services Act 1993* requires all public authorities to take all practical measures to ensure that the DAIP is implemented by its officers, employees, agents and contractors.

Implementation of strategies is the responsibility of all areas of Treasury. Some strategies will apply to all areas while others will apply to a specific area. The plan will detail who is responsible for each action. Treasury Human Resource Management (HRM) team will monitor the plan.

Communicating the plan

Treasury's DAIP is available to all of its employees, contractors and agents, and the Western Australian community, including people with disability, and their families and carers, via its public website (www.treasury.wa.gov.au) and internal intranet.

A public notice in the West Australian newspaper informed the community of its release and its availability in alternative formats (upon request) including it being available in standard and large print, electronic and audio format, and also on the Department's website.

Evaluation, Monitoring and review

The *Disability Services Act 1993* sets out the minimum review requirements for public authorities in relation to DAIPs.

Treasury will review its DAIP every five years. Amendments to the plan may be made on a more regular basis to reflect progress and to incorporate any access and inclusion issues that may arise. Whenever the DAIP is amended, a copy of the amended plan will be lodged with the Department of Communities.

- The HRM team is required to provide a progress report to Department of Communities, (Disability Services) at 30 June each year. This report will also be provided to the Under Treasurer;
- If Agents and contractors are used at any time they will be notified of Treasury's DAIP by email; and

- The HRM team will review progress on the implementation of the strategies identified in the DAIP. They will also ensure the review and evaluation is distributed to the Treasury Diversity Committee to ensure any deliverables or strategies are aligned to the Workforce and Diversity Plan or any update on any policies that may be linked to access and inclusion.



DAIP Strategies by Outcome

Treasury has developed the following strategies to address each of the seven outcomes.

Outcome 1

People with disability have the same opportunities as other people to access the services of any events organised by a public authority.

Strategies	Responsibility	Timeframe
1.1 Ensure DAIP outcomes are considered in the strategic and operational planning processes and documents	Manager, Learning and Organisational Development	Annually
1.2 Ensure any events that are organised are accessible to people with disability	All Treasury staff/ Event Organisers	Ongoing
1.3 Development of an internal checklist for event organisers to ensure full accessibility requirements are met when hosting events	DAIP Working Group	December 2018

Outcome 2

People with disability have the same opportunities as other people to access the buildings and other facilities of a public authority.

Strategies	Responsibility	Timeframe
2.1 Ensure all Treasury buildings and facilities are accessible to and useable by people with disability	Facilities Coordinator	Ongoing
2.2 Undertake workplace audits to identify and eradicate potential hazards for people with disability	Facilities Coordinator/OH&S representatives	Quarterly
2.3 Ensure emergency evacuation procedures for all Treasury buildings take into account the needs of people with disabilities	Facilities Coordinator and Chief Fire Wardens	Ongoing
2.4 Chief Fire Wardens are adequately trained in evacuation procedures for people with disability and aware of employees on their floor with a disability or accessibility issue	Facilities Coordinator and Chief Fire Wardens	Ongoing

Outcome 3

People with disability receive information from a public authority in a format that will enable them to access the information as readily as other people are able to access it.

Strategies	Responsibility	Timeframe
3.1 In conjunction with the relevant service providers, ensure the Treasury website is compliant with the Western Australian Government Website Accessibility Policy	Senior Communications Officer	Annually
3.2 Ensure all Treasury publications are able to be provided in alternative formats on request	Senior Communications Officer	Ongoing
3.3 Provide ongoing information accessibility education to staff and advice on how to provide information in other formats	Senior Communications Officer	Annual
3.4 Ensure new documents added to Treasury's website meet Web Content Accessibility Guidelines 2.0, level AA or greater	Senior Communications Officer	Ongoing
3.5 Ensure there is access to interpreter services for people with disability	Senior Communications Officer	Ongoing



Outcome 4

People with disability receive the same level and quality of service from the staff of a public authority as other people receive from the staff of that public authority.

Strategies	Responsibility	Timeframe
4.1 Inform staff of their role in implementing and monitoring the plan to ensure its success and broaden awareness of staff to ensure a good service is provided to people with disability	Manager, Workforce Strategies and Development	Annually
4.2 Include DAIP overview in Treasury Induction process for new starters	HRM team	Ongoing, reviewed annually
4.3 Ensure employee awareness campaign of our DAIP and its strategies through T-Net and regular articles, and development of dedicated page within Treasury website and T-Net	Manager, Workforce Strategies and Development	Annually
4.4 Employees of Treasury to complete Treasury Disability Awareness online module	Manager, Learning and Organisation Development	2 years
4.5 Maintain and promote policies, codes of conduct and strategies that prohibit discrimination, harassment and victimisation of employees and visitors with a disability	Manager, Workforce Strategies and Development	Ongoing

Outcome 5

People with disability have the same opportunities as other people to make complaints to a public authority.

Strategies	Responsibility	Timeframe
5.1 Ensure Treasury's complaint mechanisms are accessible for people with disability	Senior Communications Officer	Ongoing

Outcome 6

People with disability have the same opportunities as other people to participate in any public consultations by a public authority.

Strategies	Responsibility	Timeframe
6.1 Ensure when Treasury undertakes public consultation that people with disability and representative stakeholder organisations will be invited and encouraged to participate (if relevant)	Director, Corporate Strategy and Performance	Ongoing

Outcome 7

People with disability have the same opportunities to obtain and maintain employment with a public authority.

Strategies	Responsibility	Timeframe
7.1 Ensure recruitment activities are inclusive in design and accessible to people with disability	Manager, Workforce Strategies and Development	Ongoing
7.2 Update recruitment application form to ensure we provide adequate support to people with disability (where required) when participating in the recruitment and assessment process	HRM team	March 2019
7.3 Ensure employees with disability are provided the support necessary to carry out their employment responsibilities and develop their career	Manager, Workforce Strategies and Development	Ongoing
7.4 Provide ongoing support and education to Managers supporting their employees through regular check-in sessions and education	Manager, Workforce Strategies and Development	Ongoing



