People with Disability Employment Framework

Defining Statement: An important aim of the ACT Government is to make a positive difference in the lives of People with Disability and their families. Providing genuine employment options is a crucial part of enabling People with Disability to have as independent a life as possible. The ACT Government acknowledges the expertise and insights that People with Disability can provide to improve Government policy development and service delivery. This Employment Framework aims to build our confidence as an organisation to employ People with Disability in a great variety of roles across the Service and give staff with Disability opportunities to realise their potential. By 30 June 2019, the ACT Government is committed to employing at least 655 People with Disability. This Framework establishes the actions to be used across the Service to achieve this goal, becoming a disability-confident organisation that can attract and retain People with Disability and provide genuine career opportunities for existing employees.
## Accountability | At least 655 employees with Disability by 30 June 2019

Directorate-specific targets are determined annually by the Head of Service and are incorporated into Directors-General Performance Agreements | Directors-General report on progress at Legislative Assembly Hearings | Workforce data is reported in the annual State of the Service Report | Directorates receive quarterly reporting updates to provide a snapshot of progress against targets

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<tr>
<td>Develop an ACTPS Network for Staff with Disability* and directorate-specific Disability Networks</td>
<td>Bring innovation to employment pathways and promote awareness of career paths into the ACTPS (e.g. Australian School Based Apprenticeships, work experience for students, Australian apprenticeships, general entry), including establishing links with tertiary institutions*</td>
<td>Seek the input of staff with Disability in respective ACTPS policies, procedures and initiatives*</td>
<td>Establish an Inclusion Practitioners Group for managers, HR and/or diversity officers to share experiences and learning*</td>
<td>Develop staff with Disability for leadership roles</td>
<td>Engage and consult with staff and community stakeholders (e.g. PWD ACT, Women with Disability ACT, Aspergers ACT, Vision Australia, ADACA, Advocacy for Inclusion)</td>
<td>Bring innovation when celebrating and recognising disability-related events (e.g. International Day of People with Disability)</td>
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<td>Continue living the principles of Respect, Equity and Diversity (RED) to create positive and inclusive work environments where diversity is celebrated</td>
<td>Develop an ACTPS Commitment to Disability Employment* and directorate-based Disability Action Plans/workforce strategies</td>
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<td>Continue embedding disability confidence across all directorates</td>
<td>Recruit Senior Executives who identify as a Person with a Disability and sustain/improve current levels of representation</td>
<td>Promote and utilise the Managers’ Guide for Disability in the Workplace, the Reasonably Adjustment Policy and the Employment Portal</td>
<td>Promote and celebrate a diverse workforce and disability confidence</td>
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<td>Continue a ‘zero tolerance’ approach to bullying, harassment and discrimination and maintain comprehensive policies and resources to support the effective, efficient resolution of workplace issues as they arise</td>
<td>Use the Performance Framework to identify opportunities for career development and progression</td>
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<td>Promote and utilise the Managers’ Guide for Disability in the Workplace, the Reasonably Adjustment Policy and the Employment Portal</td>
<td>Ensure executives act as champions of diverse and inclusive workplaces and model the values of Respect, Equity and Diversity as per the RED Framework</td>
<td>Support disability confidence training for managers/supervisors and selection panel members as required</td>
<td>Promote employment conditions that support flexible work and a healthy work-life balance</td>
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<td>Collect workforce data, analyse risk points and monitor for continuous improvement**</td>
<td>Pilot and evaluate internal/external mentoring opportunities for staff with Disability</td>
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<td>Encourage staff participation in Inclusion Networks</td>
<td>Ensure executives role model disability confidence and an ongoing commitment to learning</td>
<td>Maintain membership to the Australian Network on Disability and coordinate associated training across the ACTPS*</td>
<td>Utilise staff surveys, exit surveys, Inclusion Networks and Practitioner Groups as avenues to obtain feedback and input from staff with Disability towards continuous improvement</td>
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</table>

**Collect workforce data, analyse risk points and monitor for continuous improvement**

*Inclusive Workplaces*  
= Inclusive Workplaces

*Recruitment*  
= Recruitment

*Retention*  
= Retention

*Build Capability*  
= Build Capability

*Leadership*  
= Leadership

*Collaboration*  
= Collaboration

*Recognise and Celebrate*  
= Recognise and Celebrate
Notes

1. This Framework provides overarching guidance regarding the various activities that may be used to attract and retain a diverse workforce. All directorates either already have, or are in the process of developing a People with Disability Strategy based upon directorate-specific targets issued by the Head of Service in support of employing at least 655 employees with Disability by 30 June 2019. Refer to directorate-specific strategies for further information on actions, timeframes, reporting etc.

2. *Denotes whole-of-government initiatives led by the Workforce Capability and Governance Division (WCAGD) in the Chief Minister, Treasury and Economic Development Directorate. All other activities are to be considered for incorporation into directorate-specific employment strategies.

3. ** Directorates are responsible for monitoring their own progress towards targets issued to their Director-general by the Head of Service. To support this process, WCAGD will issue a quarterly workforce status update that provides an overview of progress towards employment targets. WCAGD also facilitate the reporting of relevant workforce data in the annual State of the Service report.