

ACT Public Service

Employment Strategy for People with Disability

'Building an inclusive ACT Public Service'



'Feel inspired to make change'



ACT Public Service

Employment Strategy for People with Disability

'Building an inclusive ACT Public Service'



Commissioner for Public Administration 2011-2015

This document provides a whole-of-government Employment Strategy for people with disability in the ACT Public Service.

Acknowledgements

The ACT Public Service Employment Strategy for People with Disability has been developed with significant assistance from a range of key stakeholders with an interest in, and focus on, disability.

Special thanks must go to those people with disability both within the ACTPS and those within the community whose insights and work helps to facilitate access to employment opportunities for people with disability.

Thank you to ACTPS Directorates that have contributed in the development process that will enable a one ACTPS approach to the employment of people with disability across the Service.

Accessibility

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Statement of Commitment

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 is a crucial part of enabling people with disability to have as independent a life as possible. This Employment Strategy aims to build our confidence to employ people with disability in a great variety of roles across the Service.

The ACT Government is committed to doubling the number of people with disability employed in the ACT Public Service by 2015. Quite simply we want the expertise and insights that people with disability can provide to improve Government policy development and service delivery. By focusing on abilities rather disabilities, by removing barriers, and by providing multiple employment pathways we will begin to increase the participation of people with disability in the Service.

This 2011-2015 Employment Strategy forms part of the ACT Public Service overarching Respect, Equity and Diversity Framework and establishes the actions to be used by Directorates to increase and maintain employment opportunities for people with disability.

The ACT Public Service embraces diversity and promotes inclusion. This Employment Strategy is about giving people with disability opportunities to realise their potential through access to employment in the ACT Public Service.



Jon Stanhope MLA

Chief Minister

People with disability have valuable skills and perspectives to offer our government and our community. By accessing this talent pool we will be better prepared to meet current and predicted skills demands, while providing real opportunities for people with disability to realise their career aspirations.

The Employment Strategy Action Plan details initiatives that will build employer and employee confidence. Confidence to talk about differences; confidence to provide assistance and workplace adjustments; and confidence to remove workplace barriers so that the requirements of a diverse range of individuals can be met.

This Employment Strategy articulates our commitment to building and developing expertise and confidence throughout the ACT Public Service to successfully attract, develop and retain people with disability in our workforce.



Catherine Hudson

Commissioner for Public Administration

Introduction

This Employment Strategy for People with Disability (the Employment Strategy) builds on the ACT Public Service (ACTPS) Respect, Equity and Diversity (RED) Framework and expands on the previous *ACTPS Employment Framework for People with Disability 2004* by providing a focus on the employment of people with disability in the ACTPS.

The RED Framework articulates the ACTPS' commitment to creating a positive, respectful, supportive and fair work environment where employee¹ differences are respected, valued and utilised to create a productive and collaborative workplace. Under the RED Framework there is recognition that more needs to be done in the ACTPS to attract, retain and support people with disability in our workforce. This Employment Strategy is a key initiative under the RED Framework Action Plan 2010-2012.

This Employment Strategy forms part of the ACTPS employment framework, together with the *Public Sector Management Act 1994*, the *Human Rights Act 2004*, the *Discrimination Act 1991*, the *Commonwealth Disability Discrimination Act 1992*, the *Work Safety Act 2008*, the Public Sector Management Standards and ACTPS Enterprise Agreements.

As a member of the Council of Australian Governments (COAG), the ACT Government has an important role to play in supporting the National Disability Strategy 2010-2020 and the National Mental Health and Disability Employment Strategy. An objective under both Strategies is to increase the employment of people with disability and mental illness², promote social inclusion and improve national economic productivity.

In 2009, the Department of Disability, Housing and Community Services launched *Future Directions: Towards Challenge 2014* which is the ACT Government's policy framework to improve outcomes and opportunities for Canberrans who have disability. The Framework guides priority areas for disability policy and service delivery in the ACT through to 2014 and seeks to benefit all people with disability in the ACT. This Employment Strategy supports the Framework's Strategic Priority of 'I want to contribute to the community by engaging in public and private sector employment in work that suits my needs and abilities'.

People with Disabilities ACT Incorporated (PWD ACT) released the report *Making Diversity Work – a study of the employment of people with disabilities in the ACTPS*. The study undertaken by PWD ACT provided a comprehensive examination of the employment of people with disability in the ACTPS and the recommendations made in the report have provided a sound basis for the actions in this Employment Strategy.

DID YOU KNOW?

327 ACTPS employees identify as having a disability; or 1.6 per cent of the total ACTPS workforce

Commissioner for Public Administration,
ACTPS Workforce Profile 2009 -10

¹ Employee means an officer or a casual employee or a temporary employee who is appointed to or engaged in the ACTPS under the *PSM Act, 1994*

² In line with the National Mental Health and Disability Employment Strategy, for the purpose of this document, the term 'people with disability' also includes people with mental illness.

Purpose

The ACTPS aims to provide a workplace that embraces diversity, promotes inclusion and enables people with disability to fulfill their potential as employees in the ACTPS.

This Employment Strategy aims to remove barriers and increase access to employment opportunities and to assist in retaining and attracting people with disability to the ACTPS. We are committed to reporting on our progress and will provide an annual progress report to the Chief Minister on this Employment Strategy under the RED Framework's monitoring and evaluation mechanism.

The Employment Strategy

- Outlines the vision for the ACTPS.
- Discusses why we need to develop an Employment Strategy for people with disability in the ACTPS.
- Identifies the challenges facing the ACTPS in improving the employment outcomes for people with disability.
- Determines high level indicators of performance including a numerical target.
- Outlines the objectives for employing people with disability in the ACTPS.
- Determines actions to be undertaken to meet the identified challenges and deliver results.
- Outlines how performance will be monitored and evaluated through an annual progress report (under the RED Framework) to the Chief Minister.
- Outlines the legislative provisions supporting the employment of people with disability in the ACTPS.

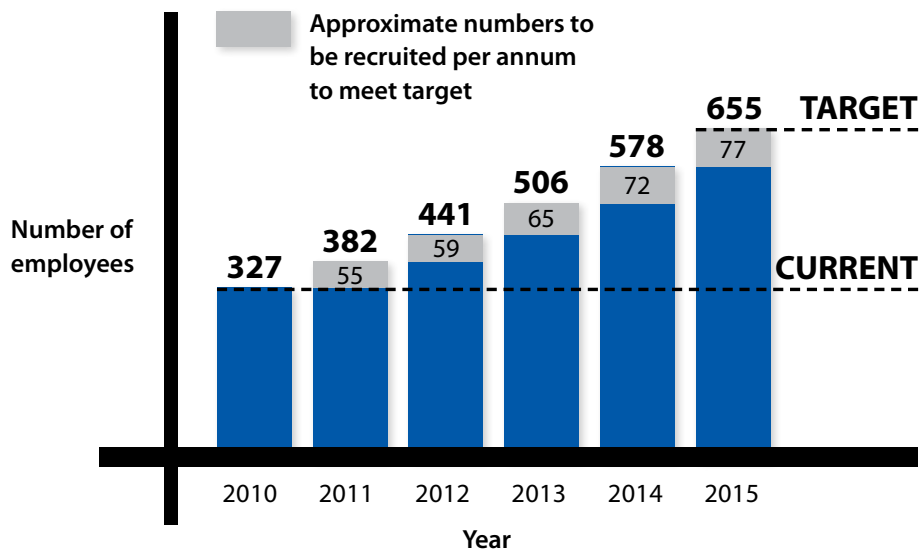
Our Vision

The Employment Strategy's vision is that the ACTPS will be:

'A disability confident service, in which people with disability are able to access secure and sustainable employment opportunities and are respected for their skills and capabilities.'

To achieve this vision all ACT public servants have a role to undertake. Efforts to attract and retain employees with disability need to be increased significantly, perceived and actual barriers to promotion need to be addressed, and average remuneration levels need to be improved.

A target of doubling the headcount of 30 June 2010 has been set. That is increasing from 1.6 per cent (327 self-identified employees) to 3.4 per cent (655 employees).³



³ 3.4 per cent refers to the percentage of employees based on the 30 June 2010 ACTPS headcount of 20,349. Figures refer to headcount, not Full Time Equivalents (FTE).

Why develop an Employment Strategy for People with Disability in the ACTPS?

The ACTPS recognises the range of skills, abilities and talent that people with disability bring to the workplace. Increasing the diversity of the ACTPS workforce to more accurately reflect that of the community will provide opportunities for improved policy design, implementation and service delivery.

The *ACTPS Framework for People with a Disability 2004* aimed to ensure that people with disability were able to realise their potential through access to employment opportunities within government. This Employment Strategy builds on the previous Framework. Initiatives such as the traineeship for people with an intellectual disability, introduced in 2010, further build and strengthen our capacity to employ people with disability in the ACTPS.

Work is essential to an individual's economic security and is important to achieving social inclusion. Employment contributes to physical and mental health, personal wellbeing, sense of identity and economic security.⁴ Work is the pathway used by most Australians to long-term economic security and wellbeing. Job retention and career development are also important.⁵ The vast majority of people with disability *can* and *do* want to work and be as financially independent as possible, but employment is one critical area where Australia is lagging behind other countries.⁶

There are clear advantages and benefits to be achieved through the successful promotion of a disability employment reform agenda, and compelling reasons to do so. Some benefits of employing and retaining people with disability include:

- attracting and retaining a talented pool of employees;
- improved customer service through a workforce more representative of the ACT community;
- strengthened workplace morale and productivity; and
- compliance with legislative requirements.

The ACTPS Attraction and Retention Framework encourages ACTPS Directorates to 'find and share innovative ways to understand what the community needs and to deliver the services that meet those needs.' Given that people with disability make up 14.2 per cent of the ACT population⁷ and the ACTPS currently has only 327 employees with disability, or 1.6 per cent of the total ACTPS workforce, employing people with disability in the ACTPS will help us to better understand our community.

⁴ National Disability Strategy 2010-2020, p. 39.

⁵ National Disability Strategy 2010-2020, p. 39.

⁶ Organisation for Economic Co-operation and Development (OECD), *Sickness, Disability and Work: keeping on track in the economic downturn-background paper*, OECD, 2009, p. 12.

⁷ ABS 4430.0 – Survey of Disability, Ageing and Carers, 2003, DHCS Future Directions: Towards Challenge 2014.

Lack of accessible employment opportunities has resulted in higher levels of unemployment and underemployment among people with disability in comparison with the rest of the Australian population. Labour-force participation for people with disability is 53 per cent, in contrast to 80 per cent for people without disability while only 35 per cent of Australians with disability receive their primary income through a wage, compared to 63 per cent of people without disability.⁸ These figures indicate that the labour market participation of people with disability in Australia is low. People with disability represent a talented pool of available skill and ability which is currently under utilised.

The ACTPS has an opportunity to improve employment outcomes for people with disability. As a public service and as a major employer in the ACT, we need to be a best practice organisation and one that leads the way for other organisations in the ACT community. To provide an increasing number of employment opportunities, the ACTPS needs to become disability confident.

Disability confidence is:

- Developing a better understanding of how people with disability relate to the organisation as potential and existing employees, as customers, suppliers and stakeholders;
- Creating a culture of inclusion and removing barriers for people with disability;
- Knowing how to make changes to recruitment practices to allow skilled and talented job seekers with disability to compete on a level playing field;
- Empowering employees to tell us about their different abilities and tell us how we can better assist and support them in the workplace;
- Employees being confident in the ACT Public Service's ability to employ someone with disability and the ACT Public Service being able to meet that employee's needs;
- Adjusting processes and/or services to enable individuals to contribute as employees, customers and stakeholders; and
- Knowing how to make adjustments to the workplace to retain employees who acquire disability.

Adapted from the Australian Network on Disability, 'Opportunity', 2008.

What is Disability?

The term disability summarises a great number of different functional limitations occurring in any population in any country of the world. Persons with disability include those who have long-term physical, mental, intellectual or sensory impairments which in interaction with various barriers hinder their full and effective participation in society on an equal basis with others.⁹ The Australian Bureau of Statistics (ABS) defines a person as having a disability if the person has one or more impairments

⁸ ABS 2003, cited in 'The way forward – a new disability policy framework for Australia' FaHCSIA.

⁹ United Nations Standard Rules on the Equalization of Opportunities for Persons with Disabilities.

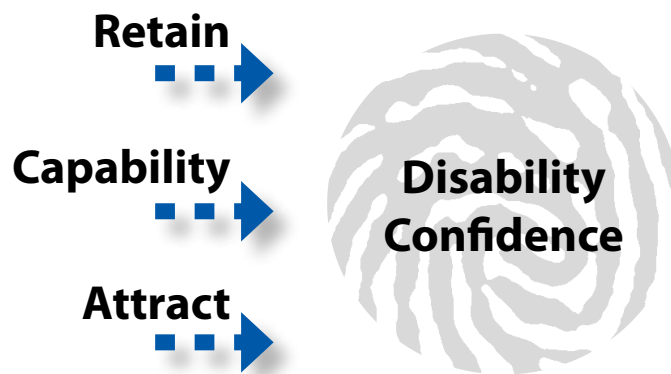
that impact on their daily life and lasts for six months or longer. The key aspect is not the impairment, but its effect. Disability can be anything from migraines to arthritis, from dyslexia to back pain.¹⁰

In defining disability, we recognise the diversity of people with disability. People with disability may have specific needs, priorities and perspectives based on their personal circumstances, including the type and level of support required, education, gender, age, sexuality, and ethnic or cultural background. Some experience multiple disadvantages. Gender, race and age can significantly impact on the experience of disability.¹¹ Some people with a disability need relatively little support and do not access any specialist employment support system.

These considerations in conjunction with the definition provided in the *Disability Discrimination Act 1992* will guide how we collect and analyse our disability data and will inform the development of the whole-of-ACTPS Diversity Census.¹²

Our Workforce Challenges

In alignment with the ACTPS Attraction and Retention and RED Frameworks, this Employment Strategy aims to meet three key objectives that will assist us to become a disability confident organisation:



What this means for improving our capability to employ people with disability in the ACTPS:

- Improving the capability of the ACTPS to respond positively to applicants and employees with disability.
- Building the capability and confidence of our managers and supervisors to be able to understand and manage employees with disability.
- Looking at new ways of working from initial job design through to flexible ways of working.

¹⁰ Australian Network on Disability, 'Opportunity' 2008.

¹¹ National Disability Strategy 2010-2020, p. 12.

¹² Data collected for this purpose would be de-identified and the information held appropriately in line with legislative requirements.

- Ongoing analysis of our workforce data to inform workforce planning and to ensure access to employment.
- Providing learning and development opportunities for employees with disability.
- Making relevant workplace adjustments to meet the needs of employees with disability.
- Accessing resources that assist in supporting employees with disability.
- Supporting managers and supervisors through information and guidance.

What this means for retaining our employees with disability in the ACTPS:

- Building a positive work culture in the ACTPS that recognises the contribution of people with disability and supports employees to tell us about their disability and needs.
- Supporting managers and supervisors to implement flexible employment arrangements to support employees with disability in the ACTPS.
- Raising awareness and challenging incorrect assumptions about people with disability.
- Enabling employees with disability to access higher duties, learning opportunities and gain support when applying for positions within the ACTPS.
- Promoting flexible employment arrangements that enable people with disability to participate.
- Providing information in an accessible format.
- Encouraging employees with disability to comment on employment practices in the ACTPS.

What this means for attracting people with disability to the ACTPS:

- Developing practices and culture to enable the ACTPS to be an 'employer of choice' for people with disability.
- Removing barriers that may hinder people with disability seeking employment in the ACTPS.
- Reviewing our job design processes to ensure access to opportunities for people with disability.
- Modifying duty statements and job descriptions to accommodate people with disability.
- Increasing awareness for people with disability of employment opportunities, through Disability Networks.

Did You Know?

- An Australian Government review found that workers with disability are no more likely to be injured at work than any other employee.
- Studies have found no difference in performance and productivity, and found that employees with disability actually have fewer scheduled absences than employees without disability as well as increased tenure.
- On average, employing people with disability does not cost any more than employing people without disability.
- Assistance with the cost of making workplace adjustments is available through the Australian Government.

Adapted from the Australian Network on Disability, 'Opportunity', 2008.

Key Performance Measures

A number of actions to enable the ACTPS to meet the key challenges are outlined in the Employment Strategy Action Plan (Appendix A). To measure the effectiveness of those actions and this Employment Strategy, high level indicators have been developed that align with the objectives of improving capability, retaining and attracting employees.

These performance measures align with the indicators in the National Disability Strategy 2010-2020 which include:

- proportion of people with disability participating in the labour force;
- proportion of people with disability in both private and public sector employment; and
- difference between the average income for all Australians.¹³

Improving our capability

1. Reports on the achievements of this Employment Strategy (as outlined in the Action Plan and Directorate Action Plans) are provided to the Chief Minister in accordance with the annual progress report requirements under the ACTPS RED Framework.

Retaining employees with disability in the ACTPS

2. The difference in representation of people with disability across ACTPS classifications and levels, as measured by average remuneration is progressively reduced.¹⁴
3. The number and percentage share of ACTPS permanent employees that have disability who leave the service is progressively reduced.¹⁵
4. All employees with disability in the ACTPS have learning and development/career plans.

Attracting people with disability to the ACTPS

5. The percentage share of the ACTPS comprised of people with disability progressively increases from 327 employees (or 1.6 per cent) to 655 employees (or 3.4 per cent) by 2015.^{16, 17}
6. The number and percentage share of new ACTPS permanent employees recruited who have disability is progressively increased.

¹³ National Disability Strategy 2010-2020, p. 61.

¹⁴ This indicator aims to show that career opportunities and outcomes for people with disability are non-discriminatory and consistent across the whole of the ACTPS workforce.

¹⁵ This indicator refers to the lowering of the separation rate for employees with disability in the ACTPS.

¹⁶ 3.4 per cent refers to the percentage of employees based on the 30 June 2010 ACTPS headcount figure of 20,349.

¹⁷ Figures refer to headcount, not Full Time Equivalents (FTE).

Measuring Success

The key indicators for measuring the success of the Employment Strategy are:

- implementation of the actions that underpin this Employment Strategy and their outcomes;
- improved performance against the key performance measures outlined in this Employment Strategy; and
- increased reporting of disability status across the Service – indicating individuals in the workplace feel more comfortable to tell us about their disability.

Monitoring and Evaluation

Monitoring and evaluating our performance is a key component of ensuring that the capacity and capability of the ACTPS to attract and retain people with disability is continually improving and that learning and development opportunities are provided for employees with disability.

As a component of the annual RED progress report to the Chief Minister, an update will be provided against the key performance measures outlined in this Employment Strategy along with a progress report on the implementation of the Action Plan and Directorate Action Plans.

Legislative Framework

All Directors-General, Directorates and employees have obligations under Federal and Territory legislation to actively ensure equity in access to employment and career development opportunities. Section 40 of the PSM Act requires the development of equal employment opportunity programs and Section 65 provides for modified selection processes in cases of identified positions.

Equal Employment Opportunity (EEO) programs must be designed to ensure that action is taken to eliminate discrimination in employment matters and enable people in designated groups to compete for promotion, and transfer and pursue careers in the ACTPS as effectively as other people. Relevant legislation includes:

ACT LEGISLATION

- *Discrimination Act 1991*
- *Human Rights Act 2004*
- *Legislative Assembly (Member's Staff) Act 1998*
- *Public Sector Management Act 1994*
- *Territory Records Act 2002*
- *Work Safety Act 2008*

COMMONWEALTH LEGISLATION

- *Disability Discrimination Act 1992*
- *Equal Employment Opportunity for Women in the Workplace Act 1999*
- *Fair Work Act 2009*
- *Health Records (Privacy and Access) Act 1997*
- *Privacy Act 1998*
- *United Nations Convention on the Rights of Persons with Disability (UN CRPD)*

Note: Amendments to the Human Rights Framework allows the ACT Human Rights Commission to hold public sector authorities accountable for their adherence to human rights principles.

Glossary

Disability Discrimination Act 1992 definition of Disability

The *Disability Discrimination Act 1992* defines disability, in relation to a person, as:

- total or partial loss of the person's bodily or mental functions;
- total or partial loss of a part of the body;
- the presence in the body of organisms causing disease or illness;
- the presence in the body of organisms capable of causing disease or illness;
- the malfunction, malformation or disfigurement of a part of the person's body;
- a disorder or malfunction that results in the person learning differently from a person without the disorder or malfunction; and/or
- a disorder, illness or disease that affects a person's thought processes, perception of reality, emotions or judgment or that results in disturbed behaviour and includes a disability that:
 - presently exists;
 - previously existed but no longer exists;
 - may exist in the future; and
 - is imputed to a person.

EEO

Equal Employment Opportunity.

Employee

Employee means an officer or a casual employee or a temporary employee who is appointed to or engaged in the ACTPS under the *Public Sector Management Act 1994*.

FTE

'Full-time Equivalent' is the number of hours worked by part-time or casual staff expressed as a proportion of the standard award hours worked by equivalent full-time staff. For example, staff who worked half the standard hours applicable to their award would attract an FTE of 0.5.

Headcount

A headcount of the number of staff who were paid at the date of data capture. Headcount figures exclude employees who were not paid in the reporting fortnight.

Reasonable adjustment

Making changes to ensure equal opportunity for people with a disability is commonly referred to as 'reasonable adjustment' or 'reasonable accommodation'. For many people with disability, a major barrier to equal opportunity, equal participation or equal performance at work is some feature of the work situation which could readily be altered. Removal of discrimination as required by the *Disability Discrimination Act 1992* and the *Discrimination Act 1991*, requires removing this kind of barrier, not just more obvious or direct discrimination based on disability.¹⁸

In addition, a reasonable adjustment, also called a workplace adjustment, is whatever is considered necessary, achievable and reasonable to enable the employee to perform their job role efficiently and to the best of their abilities.

This could include, but is not limited to:

- Work station access and adjustments: changes to work area design and means of access to the workplace and all facilities, modifications to technology and equipment;
- Hiring practices: changes to the procedures used for testing, selection, training, promotion and termination;
- Work procedure adjustments: modifications to the specific requirements of a particular job, restructuring of duties, modifications to working hours, adoption of flexible work practices, flexible hours and leave options;
- Provision of specific services, facilities, aids or equipment: including the provision of interpreters, particular equipment, attendant service, or assistance with particular aspects of a job; and
- Reassignment of an individual employee: a change of position or the reassignment of specific tasks to another position.¹⁹

Work and Life Balance

The concept of work and life balance recognises that all employees have commitments outside the workplace. These commitments may relate to their family, to the community and/ or to their general health and wellbeing.

¹⁸ Adapted from the Department of Immigration and Citizenship: Workplace Diversity Plan 2008-2010.

¹⁹ 'A Place for All: A Guide to Creating an Inclusive Workplace' Canadian Human Rights Commission.

Abbreviations

ABS	Australian Bureau of Statistics
ACT	Australian Capital Territory
ACTPS	Australian Capital Territory Public Service
AND	Australian Network on Disability
CMD	Chief Minister's Directorate
COAG	Council of Australian Governments
CSD	Community Services Directorate
PSM Act	<i>Public Sector Management Act 1994 (ACT)</i>
PWD ACT Inc	People with Disabilities Australian Capital Territory Incorporated

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3. Australian Employers' Network on Disability factsheet "Business Benefits of Employing people with a Disability".
4. Australian Government, Management Advisory Committee "Employment of People with Disability in the APS", 2006.
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7. Department of Immigration and Citizenship: Workplace Diversity Plan 2008-2010.
8. Graffam et al, 'Employer benefits and Costs of Employing a Person with a Disability' and 'Factors that influence Employer Decisions in Hiring and Retaining an Employee with a Disability' J. Graffam 'Good News and Good Business', Disparity, Summer, 2002.
9. National Disability Strategy, Council of Australian Governments – 2010-2020.
10. National Mental Health and Disability Employment Strategy – 2009.

11. Organisation for Economic Co-operation and Development (OECD), *Sickness, Disability and Work: keeping on track in the economic downturn-background paper*, OECD, 2009.
12. People with Disabilities ACT Inc “*Making Diversity Work – A study of employment of people with disabilities*”, 2009.
13. *Shut Out: The Experience of People with Disabilities and their Families in Australia*, National Disability Strategy Consultation Report prepared by the National People with Disabilities and Carer Council.
14. United Nations Convention on the Rights of Persons with Disability (UN CRPD), Article 1.
15. Western Australian Public Sector, *Employing People with Disabilities, ‘Showing the Way’*.

Useful Links

ACT Disability Advisory Council

http://www.dhcs.act.gov.au/disability_act/disability_advisory_council

ACT Human Rights Commission

<http://www.hrc.act.gov.au>

ACT Public Service Enterprise Agreements

<http://www.sharedservices.act.gov.au/docs/agreements/>

ACT Public Service Jobs Website

www.jobs.act.gov.au

ACT Public Service Respect at Work Policy and Preventing Work Bullying Guidelines and Open Door Protocol

<http://www.cmd.act.gov.au/governance/public/publications#red>

ACT Public Service Respect, Equity and Diversity Framework

<http://www.cmd.act.gov.au/governance/public/RED>

ACT Public Service Workforce Profile

<http://www.cmd.act.gov.au/governance/public/publications>

ACT Work Safety

http://www.worksafety.act.gov.au/health_safety

Annual Report Directions 2007-2010

<http://www.legislation.act.gov.au/ni/2010-308/current/pdf/2010-308.pdf>

Australian Network on Disability

<http://www.and.org.au>

Commonwealth Rehabilitation Services (CRS)

<http://www.crsaustralia.gov.au>

Community Services Directorate – Disability ACT

http://www.dhcs.act.gov.au/disability_act

Department of Families, Housing, Community Services and Indigenous Affairs (FaHCSIA)

<http://www.fahcsia.gov.au>

Disability ACT – Access Resource Guide 2010

http://www.dhcs.act.gov.au/__data/assets/pdf_file/0006/172581/Access_Resource_Guide_FINAL.pdf

Disability ACT – Engaging Canberrans

http://www.dhcs.act.gov.au/__data/assets/pdf_file/0008/172592/Engaging_People_with_Disability.pdf

Disability Employment Services

<http://www.deewr.gov.au/Employment/Programs/DES/Pages/default.aspx>

Disability Services Australia

<http://www.dsa.org.au/Home.aspx?element=1&category=1>

Disability Works Australia

<http://www.dwa.org.au>

Human Rights Act 2004

<http://www.legislation.act.gov.au/a/2004-5/default.asp>

Job Access

<http://www.jobaccess.gov.au>

People with Disabilities ACT Incorporated

<http://www.pwdact.org.au>

Public Sector Management Act 1994

<http://www.legislation.act.gov.au/a/1994-37/default.asp>

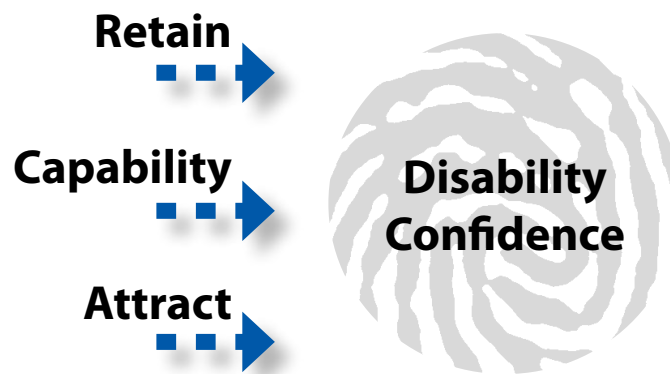
Public Sector Management Standards

<http://www.legislation.act.gov.au/di/2006-187/default.asp>

Employment Strategy for People with Disability Action Plan

The Employment Strategy for People with Disability Action Plan outlines actions to enable the objectives of the Employment Strategy to be met.

To help define the actions required, initiatives and actions have been outlined under key areas, aligned to the objectives contained in the Employment Strategy including:



How this Action Plan works:

This Action Plan is aligned with the RED Framework Action Plan. The Action Plan:

- determines initiatives/actions;
- notes who is responsible for completion of the actions;
- enables Directorates to define other actions to meet their specific workforce challenges;
- provides a reporting tool to monitor progress against the high level indicators; and
- forms a component of the annual Respect, Equity and Diversity progress report to the Chief Minister.

Actions highlighted in should be contained in each Directorate's Employment Strategy for People with Disability Action Plan. The inclusion of other actions will depend on the size of the Directorate, the programs it offers, the type and number of clients it services, and available resources.

1. To improve capability

Actions	Responsibility	Progress
<p>Co-ordination initiatives including:</p> <ul style="list-style-type: none"> • Providing information, advice and guidance to managers and supervisors on assistance available when employing people with disability; and • Promoting the ACTPS and providing advice to current and potential employees about applying for and working in the ACTPS. 	<p>WHoG Chief Ministers Directorate (CMD) Public Sector Management Group / Community Services Directorate (CSD) / All Directorates</p>	
<p>Investigating training initiatives including:</p> <ul style="list-style-type: none"> • Delivery of disability awareness training across the ACTPS; • Delivery of supervisor/manager disability awareness and refresher training; • Mental health awareness training as part of learning and development programs; • Potential involvement of ACTPS employees with disability to contribute to disability awareness training; • Developing and incorporating appropriate disability awareness content within the ACTPS on-line induction package and RED training initiatives; and • Requiring prospective tenderers for provision of learning and development programs to provide programs in accessible formats, and to tailor these as appropriate for participants. 	<p>WHoG CMD Public Sector Management Group / All Directorates / Shared Services</p>	
<p>Accessibility initiatives including:</p> <ul style="list-style-type: none"> • Undertaking regular Accessibility Audits; • Promoting Disability ACT's Access Resource Guide; and • Promoting Disability ACT's Engaging Camberrans: A guide to engaging and communicating with people with disability. 	<p>All Directorates</p>	
<p>Developing and participating in an ACT-based accreditation scheme for inclusive and welcoming employers (BLITS tick scheme).</p>	<p>CSD Disability ACT/ All Directorates</p>	
<p>Policy/information/research initiatives including:</p> <ul style="list-style-type: none"> • Reviewing and updating the online ACTPS Disability Toolkit; • Developing, implementing and promoting a Reasonable Adjustments policy and procedures; and • Undertaking further research into episodic disability, such as chronic illness and mental illness. 	<p>WHoG CMD Public Sector Management Group</p>	
<p>Monitoring and Reporting initiatives including:</p> <ul style="list-style-type: none"> • Holding annual stakeholder meetings to discuss progress in implementation of this Employment Strategy; and • Analysing ACTPS workforce data such as the Workforce Profile, the annual (Agency) Directorate Survey and the RED Progress report to the Chief Minister to determine success in employing people with disability to the ACTPS.²⁰ 	<p>WHoG CMD Public Sector Management Group</p>	

²⁰ Note: Under the RED Framework Action Plan 2010-2012, preliminary investigation of an 'Employee Survey' that incorporates RED matters will be undertaken.

2. To retain employees with disability in the ACTPS

Actions	Responsibility	Progress
<p>Investigate extending the provision of professional development opportunities to employees with disability including:</p> <ul style="list-style-type: none"> • Career plans/Learning and Developments Plans; • Participation on management development programs; • Coaching; • Mentoring programs; and • Participating in professional practice networks. 	<p>WHoG CMD Public Sector Management Group CMD / All Directorates</p>	
<p>Assist employees across the ACTPS to build 'disability confidence' as co-workers, managers and hirers of people with disability and provide practical ideas and tools to make a difference on the ground.</p>	<p>All Directorates</p>	
<p>Actively promote and recognise International Day of People with Disability.</p>	<p>All Directorates</p>	
<p>Promote flexible working conditions and reasonable adjustments available to ACTPS employees.</p>	<p>All Directorates</p>	
<p>Raise awareness of the obligations of the <i>Disability Discrimination Act 1992</i>, the <i>Discrimination Act 1991</i> and <i>Human Rights Act 2004</i> across the ACTPS.</p>	<p>All Directorates</p>	
<p>Establish a professional network for ACTPS employees with disability and people with an interest in disability issues.</p>	<p>WHoG CMD Public Sector Management Group / CSD</p>	

3. To attract employees with disability to the ACTPS

Actions	Responsibility	Progress
Review recruitment processes to ensure elimination of practices resulting in direct or indirect discrimination or disadvantage for candidates with disability. ²¹	All Directorates	
Investigate and where appropriate, develop appropriate entry pathways for people with disability, including: <ul style="list-style-type: none"> • Traineeships; • Graduate entry; • Work experience opportunities; • School based apprenticeships; • Stepping into program;²² • Willing and Able Mentoring Program;²³ and • Cadetships. 	All Directorates	
Promote the ACTPS as an 'employer of choice' for people with disability during involvement at relevant disability forums and careers expos.	WHoG CMD Public Sector Management Group/ All Directorates	
Ensure jobs are advertised in both mainstream and disability specialist employment services.	All Directorates / Treasury Directorate	
Make this Employment Strategy Action Plan and each Directorate Action Plan available on the Human Rights Website – Disability Action Plan.	WHoG CMD Public Sector Management Group/ All Directorates	
Build relationships with Disability Service providers to assist in the promotion of positions available in the ACTPS and to support applicants through the application process.	WHoG CMD Public Sector Management Group	
Provide guidance and assist Directorates to utilise the Public Sector Management Standards to enable the deeming of identified positions for people with a disability.	WHoG CMD Public Sector Management Group	
Review and update the jobs.act.gov.au homepage to ensure accessibility for people with disability.	WHoG CMD Public Sector Management Group / Shared Services	

²¹ Aligns with RED Framework Action: Review whole of government recruitment panel training to ensure respect, equity and diversity issues are incorporated and modify if necessary. It should be noted that this is a mandatory requirement of all Directorates. Directorates should ensure that their recruitment practices are not discriminatory.

²² Australian Network on Disability.

²³ Ibid.

High Level Indicators Reporting Tool to monitor progress

High Level Indicators	End June 2011	End June 2012	End June 2013	End June 2014	End June 2015
Improving capability					
Reports on achievements of this Strategy (as outlined in the Action Plan and Directorate Action Plans) are provided to the Chief Minister in accordance with the annual progress report requirements under the ACTPS RED Framework.					
Retaining people with disability in the ACTPS					
The difference in representation of people with disability across ACTPS classifications and levels, as measured by average remuneration is progressively reduced. ²⁴					
The number and percentage share of ACTPS permanent employees that have disability who leave the service is progressively reduced. ²⁵					
All permanent employees with disability in the ACTPS are provided with learning and development/ career plans.					
Attracting people with disability to the ACTPS					
The percentage share of the ACTPS comprised of people with disability progressively increases from 327 employees (or 1.6 per cent) to 655 employees (or 3.4 per cent) by 2015. ^{26, 27}					
The number and percentage share of new ACTPS permanent employees recruited to the ACTPS who have disability is progressively increased.					

²⁴ This indicator aims to show that career opportunities and outcomes for people with disability are non-discriminatory and consistent across the whole of the ACTPS workforce.

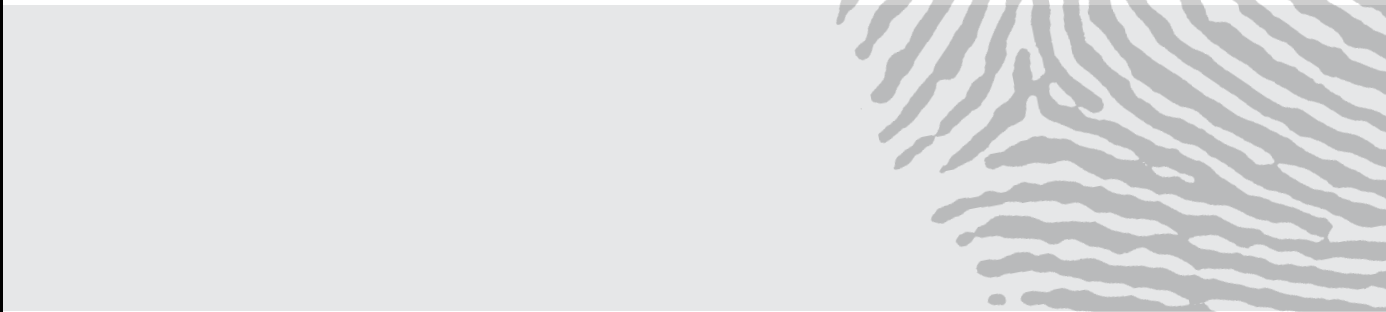
²⁵ This indicator refers to lowering of the separation rate for employees with disability in the ACTPS.

²⁶ 3.4 per cent refers to the percentage of employees based on the 30 June 2010 ACTPS headcount figure of 20,349.

²⁷ Figures refer to headcount, not Full Time Equivalents (FTE).

NOTES





The Employment Strategy for People with Disability
is produced by the Chief Minister's Directorate.
For further information, please contact 02 6205 0358.