

**Q114A**

**DISABILITY and INCLUSION ACTION LIST**

REF #	AREA OF CONCERN / ISSUE	STRATEGIES TO PREVENT/ADDRESS	GOALS AND TARGETS IE. WHAT EXACTLY WILL BE DONE AND HOW?	TIMELINE FOR ACHIEVING GOALS AND TARGETS	WHAT ARE THE EVALUATION CRITERIA? HOW WILL WE KNOW WE HAVE ACHIEVED?	WHAT BUDGET & RESOURCES ARE REQUIRED TO IMPLEMENT STRATEGY?	WHO WILL HAVE RESPONSIBILITY FOR ACHIEVING
1	EL staying true to its constitution could conflict with the NDIS implementation, however, be servicing larger proportion of clients with a variety of disabilities	Explore relationships with other disability services to determine whether EL is servicing the expanded client group appropriately.	EL to liaise and network with other disability organisations to explore opportunities for partnership.	Ongoing	The expanded client group is serviced appropriately.  Regular review and analysis to determine effectiveness.	Nil. Funding for such support would be a requirement	Management Team

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2	Physical barriers to access	Audit current site and ensure any new sites have full disability access.  Audit doorways within EL buildings to check that all meet minimum requirements. Ensure ramps / lifts/ suitable doors etc are in place	That appropriate action is taken to remedy non-compliance. (Ramp meet Australian standards; opening of the doors/handles.)	Within 6 months  Ongoing checks against standards.	All venues meet minimum compliance for wheel chairs and disability access.	Possible costs of widening doorways.	EL WHS Officer to conduct as part of site inspections.
3	Physical barriers to access	That for any new properties acquired by EL that relevant manager obtains clinical (OT) input on an equipment package to ensure the buildings are wheelchair friendly.	Assure Leadership Team awareness of need to consider accessibility costs in purchase of any new buildings.	Ongoing  Regular reminders to leadership.	Discussion noted in meeting minutes.	None	

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4	Communication barriers	Investigate access to hearing loops for group activities.  Investigate use of AUSLAN interpreters for training or group activities.  Promote the fact we are able to provide hearing loops or options for group activities.	Access AUSLAN interpreters as required.  Utilise Deaf Can Do and/or Guide Dogs and Deaf SA for information as appropriate use telephone transcription service as required	Ongoing	Access services as required.	None	Management Team
5	Communication barriers	Investigate development of resources for visually impaired. Consult/network with relevant agencies/organisations.  If developed, market resources/services using these networks.	In consultation with Guide Dogs SA NT, prepare package of information/resources for visually impaired as required.  Publish any developed material on website.	n/a	Set of ASD resources for visually impaired prepared as required.  Make information available on the website.	To be determined as required.	Appropriate Manager

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6	Communication Barriers	Ensure all communication is inclusive and utilises appropriate language and intent	<p>Meet communication standards; utilise inclusive and respectful language as per policies and wishes of the ASD community and those with disability.</p> <p>Promote different communication strategies:</p> <ul style="list-style-type: none"> <li>• emails</li> <li>• Skype</li> <li>• plain English materials</li> <li>• phone translator</li> </ul>	Ongoing	<p>Information is provided in the correct format, wording is checked per policies and standards.</p> <p>Communication strategies are implemented:</p> <ul style="list-style-type: none"> <li>• emails</li> <li>• Skype</li> <li>• plain English materials</li> <li>• phone translator</li> </ul>	As required	Marketing and Communications

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7	Attitudinal barriers	All staff to undertake DDA training or refresher to ensure that EL staff do not exhibit any attitudinal barriers that may lead to discriminatory behaviour towards clients and staff and adversely impact on the provision of services.	Identification of appropriate DDA training. (Could utilise training being undertaken within DECD.) Include DDA training in mandatory training for all EL staff. Review current orientation program / material to ensure overview of EL mission and values in regard to ensuring staff do not exhibit any attitudinal barriers that may lead to discriminatory behaviour.  Include attitudinal & value awareness training in Customer Service Training	Within 12 months of implementation of new EL induction and training packages.	All staff having undertaken DDA training and it is included in mandatory training requirements for all EL staff.  Inclusion of discriminatory behaviour prevention in EL Orientation Day program and Customer Service Training.	Cost of training.  Staff time to undertake training.	CEO and Management Team

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8	Client's rights to confidentiality	On implementation of new EL database, arrange for all staff to undertake face-to-face confidentiality training in the safeguarding of personal information against unauthorised disclosure and misuse. (Especially in relation to new forms & database)	Identify appropriate face- to-face confidentiality training program relating to EL database forms and reporting requirements.  Develop and implement staff training schedule.	Within 6 months of implementation of new EL database.	Confidentiality training program relating to EL database incorporated in staff mandatory training.	TBC	CEO

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9	Staff self-disclosure	On implementation of new EL database, ensure all staff invited to self- disclose if they have a disability. There is no legal obligation to disclose a disability, unless it is likely to affect performance; ability to meet the inherent requirements of the job; if it affects ability to work safely and ensure the safety of co- workers.	Number of staff living with disability is known and the correct supports for the workplace and employee health and safety can be implemented and monitored.	Within 6 months of implementation of new EL database.	Will be part of the HR data collection on employees within the work place.  Will be reported as part of the Annual Report and reported to NDIS as requested	No specific cost	CEO

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10	Ability to monitor number of clients with disabilities (other than ASD)	Proceed with implementation of new database which enables recording of other disabilities.  Undertake staff training to ensure that staff understands the use of forms and the reasons for collecting information about secondary disabilities.	Incorporate the need to ensure that staff understands the use of forms and the reasons for collecting information about secondary disabilities into database confidentiality training (above).	As above	All staff understands the use of forms and the reasons for collecting information about secondary disabilities.	No specific cost	Chief Executive Officer and Managers.
11	Support for staff on the Spectrum	Ensure that all staff on the Spectrum are adequately supported in the workplace by EL and other agencies	They are performing at their best  Supervisions are regular  External agencies are utilised where required  Managers are trained as required	Ongoing	Recruitment and retention of staff on the Spectrum  PDPR are positive	Training	Relevant manager



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12	DAIP Governance	DAIP to be allocated to a staff member(s) to monitor and track	DAIP is monitored and part of the governance arrangement for the Board and the Leadership Team  DAIP is part of the Policy and procedure framework where relevant	Ongoing	Agenda items for the Leadership Team  Data and information reported in the Annual Report  DAIP will be part of the policy and procedure framework at Enhanced Lifestyles	No specific cost	EO