Access and Inclusion Plan

Interim Status Update

December 2019

# Introduction

This document is a status update on Access and Inclusion Plan actions scheduled to commence delivery in 2019. You can download a copy of the [Access and Inclusion Plan](http://www.portphillip.vic.gov.au/access-inclusion-plan.htm) from our website.

## 1. We are Inclusive

The table below outlines the status of 2019 actions aligned with the aim of fostering a community where people with disability belong.

Table 1: We are inclusive

| Principle | Action |
| --- | --- |
| 1.1 People with disability have a voice in our community | 1.1.1 Broaden engagement and consultation with community members with disability (delivery 2019-21)* In progress: a number of community events were organised to raise awareness of, and invite community members to participate in, celebrating and acknowledging International Day of People with Disability.

1.1.2 Provide equitable participation opportunities in civic life for community members with disability (delivery 2019)* Completed: Meeting Procedure Local Law includes the following objective: '(4) Ensure participation in proceedings is accessible and balanced with Council’s primary decision making role;' (adoption of document at the 18 September 2019 Council meeting).
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| 1.2 People with disability can equitably participate in community events and activities | 1.2.1 Initiatives and events related to sustainability are routinely assessed to ensure equitable access and inclusion (delivery 2019)* Completed:
	+ Accessibility checklist has been incorporated into the sustainability event checklist.
	+ Sustainable Port Phillip Website has been reviewed to ensure that it continues to meet accessibility standards.

1.2.3 Ensure library hosted events are accessible and inclusive (delivery 2019)* Partial progress. Inclusive events held in the week of International Day of People with Disability.
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| 1.3 Our communications are in accessible formats | 1.3.1 Newly created digital content will meet Web Content Accessibility Guidelines (WCAG) 2.1 AA standard (delivery 2019)* Completed. Examples of activities include:
	+ Routine training for new content authors, includes info on accessibility requirements for content.
	+ Process in place for checking content authors's website and intranet content changes in relation to accessibility.
	+ Documents for upload by council’s online communications are updated to align with accessibility.
	+ Information about creating accessible documents has been shared through presenting at team meetings.
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## 2. We are Thriving

The table below outlines the status of 2019 actions aligned with the aim of fostering a liveable community.

Table 2: We are thriving

| Principle | Action |
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| 2.1 City Strategy and City Design encourages accessible and inclusive design practices | 2.1.1 Review and update key City Strategy documentation, including planning guidelines (delivery 2019-21)* In progress: ‘Accessible and inclusive design’ will be addressed in the planning scheme review through the:
	+ Municipal Planning Framework – in the Urban Design Strategic Directions.
	+ Planning Policy Framework – in the Urban Design Clause 15.01-1L.
	+ While the translation and drafting is ongoing, accessibility may also be addressed in policy.
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| 2.2 Accessible transport is optimised across our municipality | 2.2.1 Review and upgrade accessible parking spaces (delivered 2019-20)* In progress: one bay was upgraded in October 2019. Programming of an upgrade of four more bays by June 2020 has been completed.

2.2.2 Advocate to the Victorian Government and public transport providers to increase the accessibility of tram and bus services (delivery 2019-21)* In progress.
	+ Additional note: Victorian Government has provided $3M in funding in July 2019 to the Department of Transport to develop a Tram Stop Accessibility Strategy.
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| 2.3 Positively influence the availability of accessible, visitable and adaptable housing | 2.3.1 Strengthen advocacy for increasing standards and requirements for accessible, visitable and adaptable housing (delivery 2019-21)* In progress: draft reference document developed to clarify the current regulatory environment, enhance consistent collaboration across council areas, and ensure consistent council policy position on accessible housing.
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| 2.4 Transition to the National Disability Insurance Scheme (NDIS) is supported by our council services | 2.4.1 Work with the Brotherhood of St Laurence Local Area Coordinator (NDIS) to enhance community engagement and capacity building within the municipality (delivery 2019-21)* In progress. Some activities are:
	+ Council attends Bayside Peninsula Working group meetings with the Local Area Coordinator (NDIS). Topics for discussion include employment and social procurement.
	+ Council MetroAccess Officer has had meetings with the NDIS Linkages coordinator in which items such as employment pathways for both NDIS participants and the broader community are discussed.
	+ Periodic NDIS transition network meetings attended by the local area coordinator and council’s community support representative (Oct 2017 - Dec 2019).
	+ Individual client advocacy by council community support representative(s) to assist transition to the NDIS (Oct 2017 - Dec 2019).
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| 2.5 The design of our parks and open spaces considers accessibility for all | 2.5.1 Identify and implement accessibility improvements for public space and parks (delivery 2019-21)* In progress – examples are:
	+ Accessibility improvements at Alma park (part of the construction of the Alma Park Stormwater harvesting system).
	+ Accessibility improvement for access to the lawn at O'Donnell Gardens.
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| 2.6 Accessibility is included in our place-making activities | 2.6.1 Access and inclusion is considered across all community infrastructure and asset planning projects, including Fishermans Bend Urban Renewal Area (delivery 2019-21)* Delayed. The Fishermans Bend Taskforce is continuing detailed precinct planning and community engagement on these is scheduled to start from March 2020. These will provide the foundation for service planning to commence for all community infrastructure and asset planning projects.

2.6.2 Accessibility is considered in the review and update of all Council's standard drawings (delivery 2019-21)* In progress.

2.6.3 Increase the accessibility of footpaths across the municipality (delivery 2019-21)* In progress. Audit has been completed and a works program will be submitted for funding.
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## 3. We are Fair

The table below outlines the status of 2019 actions aligned with the aim of fostering a respectful and equitable community.

Table 3: We are fair

| Principle | Action |
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| 3.1 Council's customer service is a positive experience for people with disability | 3.1.1 Increase the disability confidence of Council's ASSIST team (delivery 2019-20)* In progress: (Senior) ASSIST team members undertook disability confidence training with plans to invite more ASSIST team members to training sessions scheduled for 2020.
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| 3.2 We partner with suppliers who are committed to equitable practices for people with disability | 3.2.1 Develop access and inclusion guidelines for suppliers and partners (delivery 2019)* Partial progress. Work undertaken to date in 2019 on this includes:
	+ Workshop held (early 2019) for council employees across the organisation: ‘Corporate and Social Responsibility (CSR) in the Supply Chain’ (note: this was prior to the formal endorsement of the Access and Inclusion Plan).
	+ Social Procurement Reference Group established (Nov/Dec) with the purpose of developing a strategic plan.
	+ Further work will continue in 2020 on the development of Council Procurement Policy, guidelines and templates to include aspects such as employment and social participation for people with disability.

3.2.3 Update access and inclusion guidelines for grant opportunities (delivery 2019-20)* Delayed. Intend to be back on track for implementation in 2020.
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| 3.3 Access and inclusion awareness is included in the management of community access to council utilised buildings  | 3.3.1 Review our Emergency Management process and practice to enhance accessibility (delivery 2019-21)* In progress:
	+ Review and update of Emergency Management manual - currently been undertaken and due for completion by end of December.
	+ Review practice at Council hosted Emergency Relief Centres – completed in training held 29 November.
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| 3.4 Community mental health is strengthened through advocacy | 3.4.1 Promote good mental health, accessibility and inclusion for school-aged children (delivery 2019)* Completed. The Middle Years & Youth Services team undertook various activities, such as:
	+ Providing ongoing support on mental health and promotion of a healthy lifestyle through Case Management, Youth Events and Social Media.
	+ Youth network meetings are run for professionals, which included topics on LGTBQI and Youth Disability Advocacy Service.
	+ Collaboration occurs with the wider team to run parent information sessions to promote good health and wellbeing for children.
	+ A small event on RU Okay Day was run at Elwood College.
	+ Accessing and promoting services for young people at Head Space – Youth Mental Health Service.

3.4.3 Strengthen our advocacy in relation to the availability of community mental health services in our municipality (delivery 2019)* Completed. Report to the Mental Health Royal Commission, submission May 2019 (note: this was prior to the formal endorsement of the Access and Inclusion Plan).
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## 4. We are Disability Confident

The table below outlines the status of 2019 actions aligned with the aim of fostering organisational capability and culture.

Table 4: We are disability confident

| Principle | Action |
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| 4.1 We are an Employer of Choice for people with disability | 4.1.1 Implement disability confident practices across the employee life-cycle, starting with ensuring accessible and inclusive recruitment practices (delivery 2019-20)* Partial progress: E.g. recruitment practice includes HR contact details to request adjustments, and recruitment content reviewed for inclusive language.

4.1.2 Adopt a centralised workplace adjustment fund (delivery 2019)* Partial progress: a formal centralised cost centre has been set up for all employee workplace adjustment requests, and revisions made to the policy and process for workplace adjustments. Awaiting final approval (December). Communications to staff about this change in organisational process and practice will be rolled out in 2020 to encourage adoption of this new practice.
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| 4.2 Our employees are disability confident | 4.2.1 Increase employee disability confidence through development of an access and inclusion toolkit (delivery 2019-21)* Partial progress: commenced design of an online Accessibility and Disability toolkit for staff. Launch in 2020.
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| 4.3 Our disability confidence is advanced through informed practices and data | 4.3.1 Implement measures to monitor our level of disability confidence (delivery 2019-20)* Partial progress: commenced process development to enhance the monitoring process for implementation of workplace adjustment requests.
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## 5. Governance and communications

The table below outlines the status of 2019 actions aligned with the aim of fostering good governance.

Table 5: Governance and communications

| Principle | Action |
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| 5.1 Access and Inclusion is role-modelled by our Leadership | 5.1.1 Appointment of an Executive Champion for Access and Inclusion within Council (delivery 2019)* Completed.

5.1.2 Establish an internal Access and Inclusion project advisory group (delivery 2019)* Completed.

5.1.3 Explore opportunities to collaborate with other councils on establishing a community of practice for employees with disability to influence organisational best practice (delivery 2019)* Partial progress: Expressions of interests from employees and allies currently sought (December) and contact made with several other councils to scope a broader network. Plans for a meeting early 2020.
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| 5.2 We commit to transparency and governance | 5.2.1 Lodgement of the Access and Inclusion Plan with the Australian Human Rights Commission (delivery 2019)* Completed.

5.2.2 Our progress is reported in the Council annual report (delivery 2019-21)* Ongoing.

5.2.3 Progress on actions is reviewed twice yearly with the Access and Inclusion project advisory group (delivery 2019-21)* In progress: two meetings held in 2019.

5.2.4 Host an annual forum for community members to review progress of our Access and Inclusion Plan (delivery 2019-21)* Incomplete. No face-to-face forum in 2019. Introduced this status report to provide information to the community on our progress to date with invitation to offer feedback to council’s Access Planner.
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