

# Accessibility Action Plan

(previously titled DEDJTR Disability Inclusion Action Plan 2018-2022)

2018-2022



We acknowledge the Aboriginal people as Australia's first peoples, and as the Traditional owners and custodians of this land on which we live and work.

Please note - this document is based on the authorised DEDJTR Disability Inclusion Action Plan 2018-2022, published by the Victorian Government.

This action plan acts as an interim document for the Department of Transport until a co-ordinated document is developed following the transition of Public Transport Victoria, VicRoads and the Department of Transport into the new department.

This document is intended for and applies to employees of the department only.

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Unless indicated otherwise, this work is made available on the department's intranet.

## Accessibility

If you would like to receive this publication in an accessible format, such as large print or audio, contact the Diversity and Inclusion Team at [transport.diversity@ecodev.vic.gov.au](mailto:transport.diversity@ecodev.vic.gov.au) or phone (03) 8392 6841.

This document is also available in accessible Word and PDF format at [economicdevelopment.vic.gov.au](http://economicdevelopment.vic.gov.au)

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## Acronyms

AND	Australian Network on Disability
DA	Victorian Disability Act 2006
DDA	Commonwealth Disability Discrimination Act 1992
DoT	Department of Transport
DIAP	Disability Inclusion Action Plan (or AAP Accessibility Action Plan)
EOA	Victorian Equal Opportunity Act 2010

## Definition of disability

The Commonwealth [Disability Discrimination Act 1992](#) sets out a broad definition to protect people from direct and indirect discrimination based on disability.

The Act considers physical, intellectual, psychiatric, sensory, neurological, learning-related and medical conditions within its definition. This includes disability a person has, used to have, may have in the future, is implied to have, or in relation to an associated person.

## Social model of disability

A number of models exist to provide context in understanding disability.

Throughout history, disability has predominantly been considered through a medical model. This model focuses on the attributes of individuals and perceives such attributes as a deficit borne by individuals.

In contrast, the social model characterises disability by the environmental and social barriers to inclusion. This model challenges structural and social norms and places an emphasis on improving accessibility to support equal participation.

The social model for disability underpins the DoT Accessibility Action Plan, hence the emphasis on ‘inclusion’ in the plan. This also promotes human rights and aligns the plan with Victoria’s [Charter of Human Rights and Responsibilities Act 2006](#), the principles and concepts of the [United Nations Convention on the Rights of Persons with Disabilities](#) and the changed thinking on defining disability.

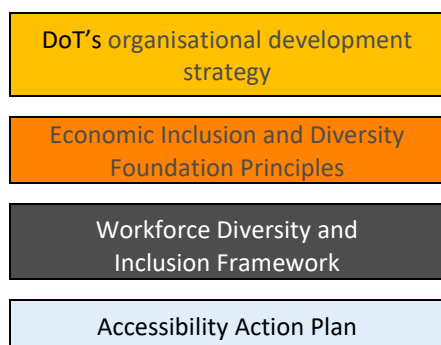
## Why an accessibility action plan?

This plan has been prepared in accordance with the requirements of the [Victorian Disability Act 2006](#). Accessibility action plans are developed to:

- Reduce barriers to people with disability accessing information, services and facilities
- Reduce barriers to people with disability in obtaining and maintaining employment
- Promote inclusion and participation in the community of people with a disability
- Achieve tangible changes to attitudes and practices which discriminate against people with disability.

The department’s responsibilities are further set out in the aim of the [Victorian Equal Opportunity Act 2010](#) to contribute to making public life discrimination-free and reflected in changes to the [Victorian Disability Act 2006](#) to ensure services are of high quality and account for people with disability.

## Purpose of the plan



### Promoting inclusion and participation in the community

The department has various roles – as policy maker, service provider, purchaser and employer – when it comes to promoting inclusive and accessible participation of people with disability in the community.

While this plan focuses on our role as an employer, Appendix B is dedicated to the department's contribution to promoting inclusion and participation of people with disability in the community.

At DoT, we celebrate the diversity in our workforce and actively practice inclusion.

- DoT's inaugural Accessibility Action Plan has been developed in accordance with the [Victorian Disability Act 2006](#), with actions outlined based on each of its focus areas.
  - DoT's plan has been developed in partnership with the Australian Network on Disability (AND) to support the department's commitment to a diverse and inclusive workforce.
  - The plan outlines DoT's commitment to promoting inclusion and accessibility for people with disability in the department.
  - DoT's plan is based on the social model of disability and aims to foster a workplace that is inclusive and accessible for people with disability.
  - The plan highlights the department's focus on being an employer of choice for people with disability. This includes working towards a six per cent employment target by 2020, as part of a broader aim to achieve 12 per cent by 2025 within Every opportunity, the Victorian economic participation plan for people with disability 2018-2022.
  - Feedback from the Victorian Public Service Enablers Network of people with disability has also been incorporated in the plan's development.
  - The Executive Director, People and Culture is responsible for the plan's delivery, supported by governance arrangements within Corporate Services through to the Executive Board. Each Group is responsible for the plan's implementation within their respective areas.
- The plan will be lodged with on the Australian Human Rights Commission, published on its corporate website and have its progress evaluated and reported in DoT's annual report to monitor the department's success in strengthening access and inclusion for people with disability.

**The DoT Accessibility Action Plan highlights the department's focus on being an employer of choice for people with disability.**

## The department's progress on accessibility

Our plan builds on a number of existing programs and initiatives that are contributing to improved outcomes for people with disability including:

- Supporting the development and delivery of whole of Victorian Government initiatives for the economic inclusion of people with disability such as the State Disability Plan, the Victorian economic participation plan for people with disability 2018-2020 and its Victorian Public Sector Disability Employment Action Plan, the Victorian Social Enterprise Strategy, including the department's Social Procurement Policy
- Delivering disability confident manager training and providing resources to managers to build their capability regarding disability inclusion
- Providing employment pathways for people with disability through the Stepping Into internship program, the Graduate Recruitment and Development Scheme, the Youth Cadetship Scheme and dedicating 40 per cent of Youth Employment Scheme placements to disadvantaged youth, including people with disability
- Maintaining annual membership with the Australian Network on Disability to ensure the department's approach to disability inclusion is based on best and emerging practices
- Enhancing the department's HR systems to include an updated disclosure statement to assure colleagues that their self-identified diversity information is not available to managers and other colleagues, and to enable people with disability to opt in to targeted communications on professional development opportunities and employee networks
- Actively participating in the Enablers Network, a network of people with disability in the Victorian Public Sector
- DoT is committed to implementing a new safety and wellbeing strategy based on the Victorian Mental Health and Wellbeing Charter. This will include establishment of a Mental Health and Wellbeing program and associated initiatives such as a Workplace Conciliator, Employee Assistance Program, interactive health and wellbeing portal, and training for managers on mental health management and positive workplace culture
- Announcing 'all roles flex' at the department and updating our flexible work arrangements policy, publishing manager and employee guidelines and resources to support flexible work arrangements
- Supporting and training team members to work flexibly through Future Workplace Program business system enhancements, including updating to Windows 10 and Office 365, Outlook email and calendar with Skype chat, OneDrive and SharePoint online file storage and WebEx videoconferencing
- Acknowledging and celebrating significant dates to promote the achievements and experiences of people with disability, such as International Day of People with Disability, United Nations Human Rights Day, Global Accessibility Awareness Day, R U Okay? Day and World Mental Health Day.

**The department recognises the importance of economic inclusion so people with disability have equitable access to the benefits of living, working in and visiting Victoria.**

## Our vision and principles

DoT brings together a diverse range of portfolios that are dedicated to building a strong economy for Victoria.

### Vision for the plan

An inclusive organisation where people with disability participate equally in the workplace and contribute to the Victorian economy.

### Principles

#### Respect

The department is an inclusive workplace that values people with disability.

#### Relationships

We partner with people with disability in the workplace.

#### Opportunities

People with disability have the same access and opportunities as others.

#### Goal 1: People with disability have access to information, services and facilities

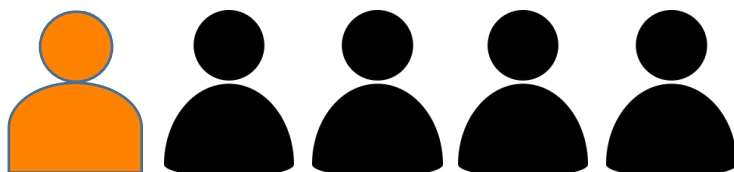
People with disability have access to DoT information, services and facilities.  
Complaint and feedback mechanisms are accessible to people with disability.

#### Goal 2: Strategies are in place to increase the employment and retention of people with disability to achieve the department's six per cent employment target by 2020

Recruitment and selection processes are accessible and barrier free.  
Internal recruiters and approved external recruitment agencies are disability confident.  
We actively recruit suitably skilled people with disability.  
We actively attract and promote the department as an employer of choice for people with disability.  
Professional development opportunities are accessible and inclusive.  
Employees with disability have their voice heard and are represented in workplace decision making.

#### Goal 3: We model positive attitudes and best practice to include people with disability

DoT takes ownership at all levels.  
Employees and managers are disability confident.  
Communication and marketing includes people with disability in their material.



**One in five people  
in Australia have  
disability**

<sup>1</sup> Australian Network on Disability

## Achieving our goals

### GOAL 1:

People with disability have access to information, services and facilities

### Achieving Goal 1

#### People with disability have access to DoT information, services and facilities.

##### Information

- Review and promote compliance with accessibility standards for communications, through training, advice and guidance on digital content, and ensure appropriate adjustments as required

##### Services

- Promote the employment of people with disability by developing guidance for prospective providers on DoT's inclusion requirements for contracts and tenders
- Procure from enterprises owned by people with disability and inclusive suppliers providing employment to people with disability by using the department's Social Procurement Policy
- People with disability have equitable access to inductions, meetings, training, and events at DoT through the update and promotion of guidance material for event organisers

##### Facilities

- All new building lease arrangements comply with the Disability Discrimination Act building codes and follow dignity for design principles
- Increase access to workplaces for people with disability by investigating 'beyond compliance' initiatives
- Develop a strategy and prioritise actions by incorporating the 'user perspective' of team members with disability on building and facilities access features in the workplace

#### Complaint and feedback mechanisms are accessible to people with disability.

- Review and update internal complaint and feedback mechanisms to ensure they are accessible for people with disability

**34% of people with disability in Australia are managers and professionals**

Australian Network on Disability





## **GOAL 2:**

**Strategies are in place to increase the employment and retention of people with disability to achieve the department's six per cent employment target by 2020**

### **Recruitment and selection processes are accessible and barrier free**

- Achieve Disability Confident Recruiter status through the Australian Network on Disability to equip the department to:
  - Recruit from the entire talent pool by allowing skilled jobseekers with disability to compete on an equitable basis
  - Review and adjust the department's recruitment and selection policies and practices to remove any barriers and to ensure fair and equitable treatment for candidates
  - Provide an excellent candidate experience for all candidates by building hiring manager and recruiter confidence and capability

### **Internal recruiters and external approved recruitment agencies are disability confident**

- Make unconscious bias, disability confident recruiter or awareness training available to hiring managers and recruitment panellists
- Managers and recruiters understand and implement workplace adjustments and flexible working arrangements policies and processes
- Build relationships with disability employment services, recruitment agencies and the Jobs Victoria Employment Network to increase the employment of people with disability
- Work with external recruitment providers to build the confidence and capability of their consultants to refer skilled and talented candidates with disability through their services

### **We actively recruit suitably skilled and talented people with disability**

- Create a fast track process to progress applicants with disability who meet minimum requirements to the next stage in the selection process
- Explore the introduction of targeted recruitment, such as through designated roles
- Employ people with disability through the department's employment programs and pathways, including:
  - the Stepping Into Internship Program, for students with disability enrolled at university seeking work experience
  - the Graduate Recruitment and Development Scheme, for university graduates with a generalist background by providing entry level roles
  - the Youth Employment Scheme, for young people aged 15 to 24, who are not currently studying or engaged in full time work, by offering a 12-month full time placement, while the participant completes a Certificate III
  - the Jobs Victoria Youth Cadetship Scheme, a 3-year pilot program from 2017-20, providing YES graduates and young people facing barriers to employment with a two-year cadetship
- Pilot additional pathways to increase the employment of people with disability
- People with disability are represented on the department's paid boards and committees

### **We actively attract and promote the department as an employer of choice for people with disability**

- Advertise employment opportunities through diverse channels
- Advertise for expressions of interest to establish a talent pool of people with disability
- Enhance the department's corporate website to promote the department's focus on employing people with disability
  - Ensure our recruitment web page/s are WCAG 2.0 compliant and provide people with disability equitable access to employment information
  - Promote the department's Australian Network on Disability membership and Disability Confident Recruiter status, once achieved.

### **Professional development opportunities are accessible and inclusive.**

- Review and monitor the representation of people with disability in the DoT workforce, including new appointments and promotions, pay equity, leave uptake and flexible work arrangements
- Ensure people with disability have equitable access to learning and professional development opportunities by monitoring participation, and provision of workplace adjustments
- Incorporate input from team members with disability on strategies to support career development
- Pilot programs to increase career development opportunities for people with disability, such as mentoring, coaching, sponsoring, reverse mentoring or future leader programs

### **Employees with disability have their voice heard and are represented in workplace decision making.**

- Invite people with disability and those interested in the inclusion of people with disability to form an employee network to provide strategic input
- Participate in the Victorian Public Sector Enablers Network for people with disability
- Encourage people with disability to identify on HR systems, surveys and other channels, ensuring privacy statements are included in plain language

**People with disability of a working age are less active in the workplace than people without disability:**

**53% workplace participation rates** compared to 83%

**9.4% unemployment rates** compared to 4.9%

## Case study: Stepping Into program pilot

Sharmaine joined DEDJTR as part of the department's [Stepping Into Internship Program](#) pilot.

The Stepping Into Internship Program provides university students with disability with work experience while they complete their studies. The program enables the department to build disability confidence, engage in barrier-free recruitment and raise awareness of the skills and talents of people with disability.

Sharmaine was a welcome addition to the Technology Services Division, showcasing her IT project management skills.

Sharmaine strongly encouraged other students to participate in the program to gain corporate experience and add value to their professional development.

Liana, Project Manager, Technology Services described the program as: "A very positive and rewarding experience. Sharmaine's self-management skills and willingness to take on tasks were exemplary and made her a joy to work with".

The internship led to a three-month opportunity in the operational area of Technology Services. Sharmaine went on to travel overseas and secure a graduate position in the private sector.

Three interns joined the department through the 2018 program intake.



### Goal 3:

## We model positive attitudes and best practice to include people with disability

### Achieving Goal 3

#### DoT takes ownership at all levels.

- Our leaders champion the Accessibility Action Plan to foster engagement and support delivery at all levels
- We all support people with disability through ownership at all levels by supporting the delivery of the plan's actions, participating in training, celebrating key dates and attending events
- Influence stakeholder decision making, attitudes and behaviours by promoting economic inclusion and the department's inclusion initiatives and achievements
- Prepare a submission for the Australian Network on Disability Access and Inclusion Index every two years to evaluate the department's progress against best practice benchmarks
- Regularly monitor the department's progress and strengthen its approach to disability inclusion and employment across each group
- The department's Accessibility Action Plan is publicly available and its progress is reported in the Annual Report
- A communications plan supports the Accessibility Action Plan's implementation

#### Employees and managers are disability confident.

- Managers and supervisors use disability confident manager training and resources to effectively manage and support team members with disability
- Team members participate in disability confidence training to support inclusion across the DoT workforce
- Develop a dedicated intranet page to provide managers and team members with key policies, resources and contact information regarding disability in the workplace

#### Communication and marketing includes people with disability in their material.

- Ensure people with disability are empathetically and naturally included as employees and stakeholders in marketing material and on the department's website
- The department celebrates the achievements of people with disability by sharing stories and profiles through internal channels

**'Disability' results from the interaction between persons with impairments, conditions or illnesses and the environmental and attitudinal barriers they face.**

**UN Convention on the Rights of Persons with Disabilities**

## Case study: Enhancing social procurement outcomes

The [Victorian Social Enterprise Strategy](#) has been developed as the first-of-its-kind in Australia. It expands existing support for the social enterprise sector and positions Victoria as a leader in driving employment and economic growth through social enterprise.

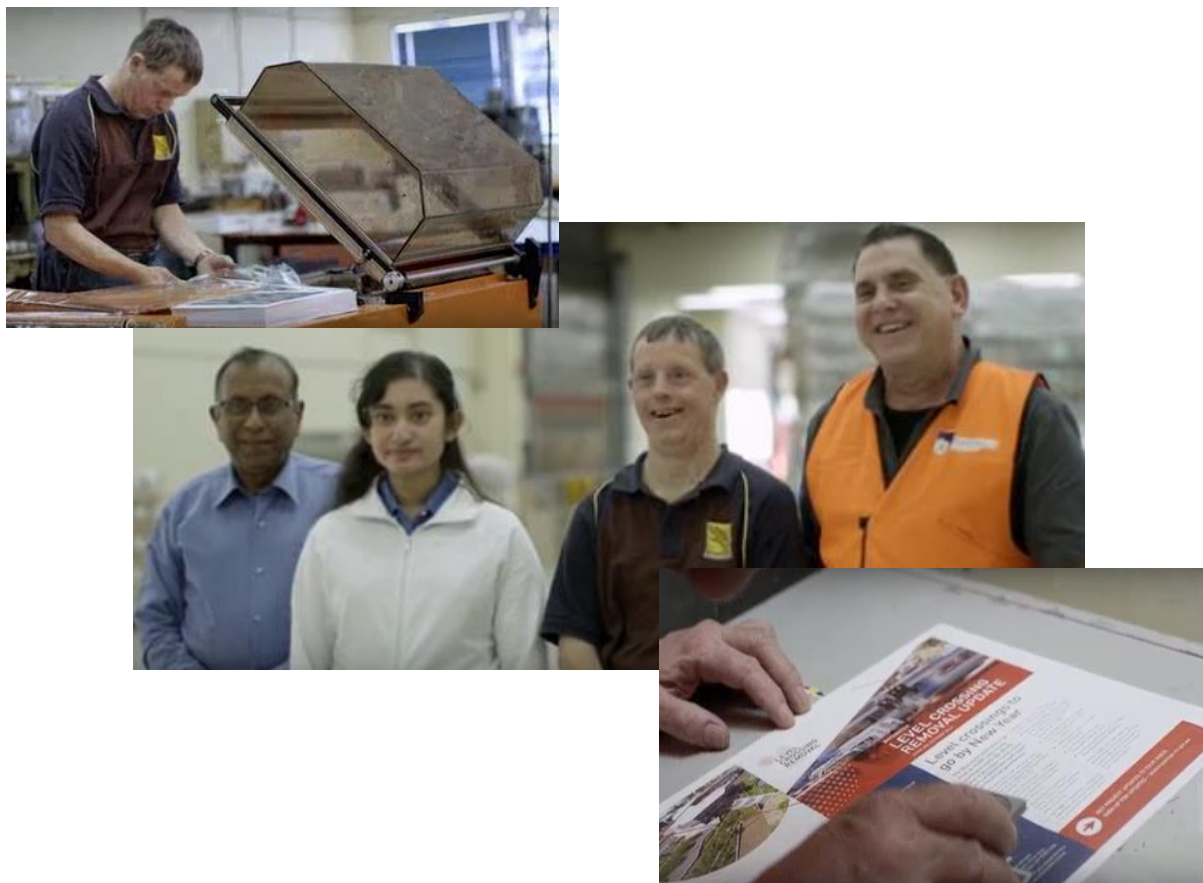
The strategy advocates for greater co-ordination across government to support social enterprises. A healthy sector will support inclusive economic growth, new job creation and more opportunities, including for people with disability to get and sustain work.

In 2017, the department commissioned the [Centre for Social Impact](#) to develop [Map for Impact: The Victorian Social Enterprise Mapping](#) project as part of Victoria's [Social Enterprise Strategy](#).

Map for Impact produced a searchable map and database of social enterprises across Victoria and a report demonstrating how Victoria's 3,500 social enterprises contribute more than \$5.2 billion to the Victorian economy.

Map for Impact supports the overarching strategy to increase social impact and improve market access for social enterprises.

The Level Crossing Removal Project within DoT has procured goods and services from social enterprises, such as [Nadrasca](#) and used the experience to support the development of the department's Social Procurement Policy.



## Appendix A – Strategic context

### Victorian Disability Act 2006

The Victorian Disability Act 2006 (VDA) provides a framework for a whole-of-government and whole-of-community approach in providing high quality services and supports as well as responding to the rights and needs of people with disability.

The VDA focuses on:

- establishing the Victorian Disability Advisory Council to provide advice to the Victorian Government on issues that affect people with disability across government services
- emphasises the importance of people with disability being included and participating through the development of the State Disability Plan
- requires all public sector bodies to have a Disability Action Plan and to implement and report on plan progress annually.

### Victorian Equal Opportunity Act 2010

The Equal Opportunity Act 2010 (EOA) encourages the identification and elimination of discrimination, sexual harassment and victimisation and their causes, and promotes and facilitates progress towards equality in public life in Victoria.

The EOA focuses on:

- making discrimination or unfavourable treatment based on personal characteristics unlawful in public life and prohibits discrimination in a range of public settings
- outlining the role of the Victorian Equal Opportunity and Human Rights Commission (the Commission) in helping government, business and the broader community to identify and eliminate discrimination sets out obligations of organisations and employers regarding providing workplace adjustments (also known as reasonable adjustments) and accommodating parent and carer responsibilities as well as protections for employees, volunteers and unpaid workers
- provides powers to the Commission to investigate systemic issues, the provision of dispute resolution services and exceptions for religious bodies.

### Victorian Public Sector Disability Employment Action Plan

The department's Accessibility Action Plan aligns with whole of Victorian Government strategies, such as the Victorian Public Sector Disability Employment Action Plan.

The Victorian Public Sector Disability Employment Action Plan was released in October 2018 as a key priority of Every opportunity: The Victorian economic participation plan for people with disability 2018-2020 (see [Appendix B](#)) to enhance flexible and sustainable employment for people with disability in the Victorian Public Sector.

### DoT Strategic Plan

The framework being developed is under consultation with all Transport Agencies.

### DoT Workforce Diversity and Inclusion Framework

The DoT Workforce Diversity and Inclusion Framework supports the delivery of the DoT initiatives to 'Continue to embed and embrace diversity and inclusion'. The plan forms part of the 'Inclusion' pillar in the framework and is underpinned by DoT's Economic Inclusion and Diversity Foundation Principles, the department's strategic approach to diversity and inclusion.

## Appendix B – Actions promoting inclusion and participation in the community

The following actions represent the department’s commitment to “promoting inclusion and participation in the community of persons with a disability” (in accordance with s.38 (1)(a) of the [Disability Act 2006](#)).

### State Disability Plan

The [Victorian State Disability Plan 2017-2020](#), *Absolutely everyone*, provides key priority areas to support the development of actions by providing four pillars for understanding priorities in a person’s life and enabling the experiences of people with disability.

The pillars also highlight where the roles of government, organisations and the community intersect in fostering inclusion.

The department contributes to all four pillars within the State Disability Plan: Inclusive communities; Health, housing and wellbeing; Fairness and safety; and Contributing lives.

### The department’s actions in *Absolutely everyone*

The department is contributing to the State Disability Plan through the following actions:

- Support the work of the NDIS by working to make sure that mainstream services, such as transport and employment are inclusive. This is achieved by: making workplace adjustments to accommodate people with a disability, being adaptive to individual needs, and being accessible.
- Support the development of guidelines about inclusive board recruitment and governance and promotes case studies to boost the number of people with disability on government boards and committees.
- Increase the voice and representation of people with disability by working with local communities and stakeholders (particularly those disadvantaged in their access to transport resulting from age, disability and location) to improve the connectedness of local transport via mechanisms such as pilot local transport forums, regional accessibility committees, and local transport service bodies.
- Work with people with disability and seek expert advice to change attitudes by raising community awareness to achieve maximum impact in important areas such as employment.
- Roll out a staged approach to making Victoria the destination of choice for travellers with disability by:
  - continuing to work with Regional Tourism Boards and Destination Melbourne to promote accessible tourism to businesses across Victoria
  - undertaking research into the needs and preferences of travellers with a disability
  - supporting accessible businesses to promote their services to travellers with disability through [visitvictoria.com](#)
- Support improved public transport outcomes by:
  - improving access to public transport options in rural and regional Victoria through the Regional Network Development Plan
  - using new contract arrangements with transport operators to improve disability inclusion and awareness in customer service
  - investigating and trialling new technologies in the public transport environment that enhance the journey for people with disability
  - improving point-to-point transport services to people with disability as part of major reforms to the commercial passenger vehicle industry
  - continuing to build the universal design approach into the public transport network by making it a core consideration early in project planning stages and throughout project delivery, and embedding it in PTV’s detailed design policies and technical requirements for transport infrastructure

- supporting work to identify the best locations to install Changing Places facilities, such as existing or new key transport interchanges.
- Support the development of a whole-of-government policy incorporating universal design principles into areas such as public transport.
- Apply universal design approaches to public transport infrastructure projects for the road network, including bicycle and pedestrian facilities.

## The Victorian economic participation plan for people with disability 2018-2020

The Victorian economic participation plan for people with disability 2018-2020, *Every opportunity*, was developed to increase the economic participation of people with disability across the full breadth of the Victorian economy.

*Every opportunity* aims to leverage a range of drivers to deliver improved outcomes for people with disability, including leadership, partnerships, targets, investment, policies, programs and procurement.

The plan sets out early actions to:

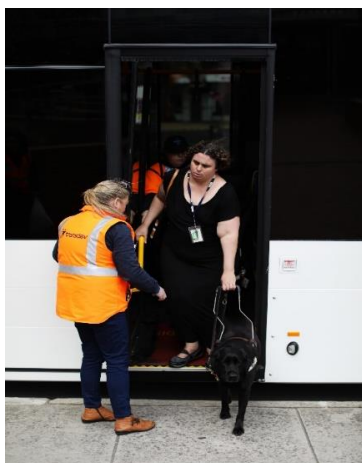
- improve education and learning pathways through a focus on schools and skills
- increase employment opportunities in the Victorian public sector and economy
- increase business ownership and innovation.

DoT's actions support the inclusion of people with disability as the Victorian economy grows.

### The department's actions in *Absolutely everyone* and *Every opportunity*

The department is also delivering actions found in both the State Disability Plan and the Victorian Economic Participation Plan for People with Disability:

- Support employment opportunities in the public sector by working with VPSC and DHHS to develop a Victorian public sector disability employment action plan – Getting to Work.
- Support business ownership and innovation as part of the State Disability Plan and Victorian Economic Participation Plan for People with Disability by:
  - implementing the Victorian Government's social enterprise strategy with a focus on providing more employment opportunities for disadvantaged jobseekers, including those with disability
  - working with the Department of Treasury and Finance to develop a whole-of-government social procurement framework that takes action to enhance economic opportunities for people with disability





## Appendix C – Implementation plan

An implementation plan has been developed for internal use

### 1. People with disability have access to information, services and facilities

ACTION	TIMING	PERSON RESPONSIBLE
<b>1.1 People with disability have access to DoT information, services and facilities</b>		
<b>Information</b>		
a. Review and promote compliance and accessibility standards for communications, through training, advice and guidance on digital content, and ensure appropriate adjustments as required.	Ongoing	Director, Digital Channels and Brand
<b>Services</b>		
b. Promote the employment of people with disability by developing guidance for prospective providers on DoT's inclusion requirements for contract and tenders	Year 3	Chief Procurement Officer with support from the Executive Director, People and Culture
c. Procure from enterprises owned by people with disability and inclusive suppliers providing employment to other people with disability by using the department's Social Procurement Policy	Ongoing	All Groups
d. People with disability have equitable access to inductions, meetings, training, and events at DoT through the update and promotion of guidance material for event organisers	Year 2 Ongoing	Executive Director, People and Culture and Executive Director, Stakeholder Communications and Channels to update and promote guidance material. All groups to implement
<b>Facilities</b>		
e. All new building lease arrangements comply with the Disability Discrimination Act building codes and follow dignity for design principles	Year 3	Director, HR Strategy and Engagement
f. Increase access to workplaces for people with disability by investigating 'beyond compliance' initiatives	Year 2	Director, HR Strategy and Engagement
g. Develop a strategy and prioritise actions by incorporating the 'user perspective' of team members with disability on building and facilities access features in the workplace	Year 1-user Perspective Year 3-strategy	Director, HR Strategy and Engagement
<b>1.2 Complaint and feedback mechanisms are accessible to people with disability</b>		
a. Review and update internal complaint and feedback mechanisms to ensure they are accessible for people with disability	Ongoing	All Groups

## 2. Strategies are in place to increase the employment and retention of people with disability to achieve the department's six per cent employment target by 2020

ACTION	TIMING	PERSON RESPONSIBLE
<b>2.1 Recruitment and selection processes are accessible and barrier free</b>		
a. Achieve Disability Confident Recruiter status through the Australian Network on Disability to equip the department to: <ul style="list-style-type: none"> <li>• Recruit from the entire talent pool by allowing skilled jobseekers with disability to compete on an equitable basis</li> <li>• Review and adjust the department's recruitment and selection policies and practices to remove any barriers and to ensure fair and equitable treatment for candidates</li> <li>• Provide an excellent candidate experience for all candidates by building hiring managers and recruitment confidence and capability</li> </ul>	Year 2	Executive Director, People and Culture to establish Disability Confident Recruiter status process. All Groups to implement
<b>2.2 Internal recruiters and external providers are disability confident</b>		
a. Make unconscious bias, disability confident recruiter or awareness training available to hiring managers and recruitment panellists	Year 1 Ongoing	Executive Director, People and Culture to provide training. All Groups to ensure managers and recruitment panelists participate in training
b. Managers and recruiters understand and implement workplace adjustments and flexible working arrangements policies and processes	Ongoing	All Groups
c. Build relationships with disability employment services, recruitment agencies and the Jobs Victoria Employment Network to increase the employment of people with disability	Year 1 Ongoing	Executive Director, People and Culture
d. Work with external recruitment providers to increase the supply of skilled and talented candidates with disability through their service	Year 2	Executive Director, People and Culture

**2. Strategies are in place to increase the employment and retention of people with disability to achieve the department's six per cent employment target by 2020**

ACTION	TIMING	PERSON RESPONSIBLE
<b>2.3 We actively recruit suitably skilled and talented people with disability</b>		
<b>Information</b>		
a. Create a fast track process to progress applicants with disability who meet minimum requirements to the next stage in the selection process, such as RecruitAbility	Year 2	Executive Director, People and Culture
b. Explore the introduction of targeted recruitment, such as through designated roles	Year 2	Executive Director, People and Culture to explore the initiative's introduction. All Groups to identify roles to be designated and to target recruitment.
c. Employ people with disability through the department's employment programs and pathways, including: <ul style="list-style-type: none"> <li>• The Stepping Into Internship Program for students with disability enrolled at university seeking work experience</li> <li>• The Graduate Recruitment and Development Scheme for university graduates with a generalist background by providing entry level roles</li> <li>• The Youth Employment Scheme for young people aged 15 to 24 who are not currently studying or engaged in full time work, by offering a 12-month full time placement, while the participant completes a Certificate III</li> <li>• The Jobs Victoria Youth Cadetship Scheme, a 3-year pilot program from 2017-20, providing YES graduates and young people facing barriers to employment with a two year cadetship.</li> </ul>	Ongoing	All Groups
d. Pilot additional pathways to increase the employment of people with disability	Year 3	Executive Director, People and Culture All Groups
e. People with disability are represented on the department's paid boards and committees	Ongoing	All Groups.

## 2. Strategies are in place to increase the employment and retention of people with disability to achieve the department's six per cent employment target by 2020

ACTION	TIMING	PERSON RESPONSIBLE
<b>2.4 We actively attract and promote the department as an employer of choice for people with disability</b>		
a. Advertise employment opportunities through diverse channels	Ongoing	All Groups
b. Advertise for expressions of interest to establish a talent pool of people with disability	Year 1 Ongoing	Executive Director, People and Culture to establish EOI process All Groups to implement
c. Enhance the department's corporate website to promote the department's focus on employing people with disability <ul style="list-style-type: none"> <li>• Ensure our recruitment web page/s are WCAG 2.0 compliant and provide people with disability equitable access to employment</li> <li>• Promote the department's Australian Network on Disability membership and once achieved, Disability Confident Recruiter status</li> </ul>	Year 1  Year 2	Executive Director, People and Culture
d. Review and monitor the representation of people with disability in the DoT workforce	Ongoing	Director, Strategy Executive Director, People and Culture All Groups
e. Ensure people with disability have equitable access to learning and professional development opportunities, including by the provision of workplace adjustments	Ongoing	Manager, Performance and Development Director, Workplace Relations and Safety All Groups
f. Incorporate input from team members with disability on strategies to support career development	Year 2 Ongoing	Executive Director, People and Culture All Groups
g. Pilot programs to increase career development opportunities for people with disability, such as mentoring, coaching, sponsoring, reverse mentoring or future leader programs	Year 3	Executive Director, People and Culture All Groups
<b>2.5 Employees with disability have their voice heard and are represented in workplace decision making</b>		
a. Invite people with disability and those interested in the inclusion of people with disability to form an employee network to provide strategic input	Year 1	Executive Director, People and Culture All Groups
b. Participate in the Victorian Public Sector Enablers Network for people with disability	Ongoing	Executive Director, People and Culture All Groups
c. Encourage people with disability to identify on HR systems, surveys and other channel, ensuring privacy statements are included in plain language	Year 1 Ongoing	Director – HR Strategy and Engagement to update HR ESS system Executive Director, People and Culture All Groups to implement

### 3. We model positive attitudes and best practice to include people with disability

ACTION	TIMING	PERSON RESPONSIBLE
<b>3.1 DoT takes ownership at all levels</b>		
a. Our leaders champion the Disability Inclusion Action Plan to foster engagement and support delivery at all levels	Ongoing	Executive Board All Managers
b. We all support people with disability through ownership at all levels by supporting the delivery of the plan's actions, participating in training, celebrating key dates and attending events	Ongoing	All Groups All Team Members
c. Influence stakeholder decision making attitudes and behaviours by promoting economic inclusion and the department's inclusion initiatives and achievements	Year 3	Executive Director, People and Culture All Groups
d. Prepare an annual submission for the Australian Network in Disability Access and Inclusion Index to evaluate the department's progress against best practice benchmarks	Year 1 Ongoing	Executive Director, People and Culture All Groups
e. Regularly monitor the department's progress and strengthen its approach to disability inclusion and employment across each group	Ongoing	Director, HR Strategy and Engagement to provide data regularly Director, Workplace Relations and Safety All Groups
f. The department's Disability Inclusion Action Plan is publicly available and its progress is reported in the Annual Report	Year 1 Ongoing	Executive Director, People and Culture All Groups
g. A communications plan supports the Disability Inclusion Action Plan implementation,	Year 1 Ongoing	Executive Director, People and Culture All Groups
<b>3.2 Employees and managers are disability confident</b>		
a. Managers and supervisors use disability confident manager training and resources to effectively manage and support team members with disability	Ongoing	All Managers All Groups