

# Defence SA

## Disability Access and Inclusion Plan 2020 – 2024

### Statement from Chief Executive

The Disability Access and Inclusion Plan (DAIP) documents our responsibility for upholding the rights of people living with a disability to access our services and programs, seek employment at Defence SA and thrive as existing employees in the department.

The DAIP outlines Defence SA's commitment to ensuring our organisation is fully accessible for people with a disability. This is in terms of events and activities organised by Defence SA, our online and physical communications tools and our office environment.

In terms of both existing and future employees, we have a responsibility to ensure people with a disability are supported and engaged, and have equal access to the physical building and tools required to successfully conduct their roles.

We will ensure current and future employees are aware of their responsibilities to participate in an inclusive and supportive environment through appropriate training and development activities.

All employees have the obligation to bring to the notice of the Chief Executive any instances in which they believe this policy may have been breached.

The DAIP will be available on the Defence SA website, is an evolving document and will be reviewed and updated to ensure it remains an accurate representation of current initiatives.



**Richard Price**

**Chief Executive**

**DEFENCE SA**

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### Contact Details

This Disability Access and Inclusion Plan (DAIP) is available on the **Defence SA** website [www.defencesa.com](http://www.defencesa.com). If you require the plan in an alternative format, (such as Easy Read, large font, electronic format (disk or emailed), audio or Braille), please contact **Defence SA** on **+61 8 8463 7140** or at [enquiries@defencesa.com](mailto:enquiries@defencesa.com)

## About Defence SA

Defence SA is South Australia's lead government agency for all defence and space related matters, with a mission to grow investment in the Australian Defence Force and defence and space industries which leads to new and exciting jobs for South Australians. Working closely with Defence and industry, Defence SA targets investment and expansion opportunities, drives and supports the delivery of major defence projects and facilities, and pursues the location of additional Defence units and capabilities within the state. Defence SA also plays a key role in supporting the Australian Government's strategic defence policy through increasing local industry participation and ensuring state-of-the-art infrastructure and a highly skilled, industry-ready workforce is in place to underpin defence projects.

In recognition of the strong contribution that defence makes to the state's economic prosperity, South Australia's Premier is responsible for the Defence and Space Industries and Veterans portfolio.

Some of the services and information provided by the agency include:

- Provision of free advice to companies seeking to increase their presence in the defence and space industry sectors.
- Conduct of events, including the bi-annual Australian Space Forum held in South Australia hosting approximately 1000 delegates from interstate and overseas.
- Participation in defence and space industry trade events, subsidising local South Australian industry attendance, both nationally and internationally.
- Collaboration with industry and Federal and Local governments to identify and plan for infrastructure investment necessary to support the State's defence industry and space sector.

Defence SA also includes the following business units:

**Veterans SA** - serves the veteran community and South Australian Government, providing education and advocacy on all matters relating to veterans. Veterans SA supports serving and ex-serving military personnel and those who support them by providing a central contact point for information about the state government's services to veterans across South Australia. Veterans SA provides administrative support to the Veterans' Advisory Council to ensure veterans receive a voice at the highest levels of government.

**Defence Innovation Partnership** – fosters collaboration and engagement between government, universities/research organisations and industry. The Defence Innovation Partnership helps deliver innovative solutions to Defence by: creating connections between researchers, industry and Defence; building and supporting defence-relevant collaborations through the Collaborative Research Fund; attracting research and development funding to South Australia; and supporting the translation of defence and national security research and development.

**South Australian Space Industry Centre (SASIC)** - drives space industry innovation, research and entrepreneurial development. Already home to over 80 space-related organisations including the Australian Space Agency, South Australia is committed to further growth of the local industry, building on the state's history of space activity. SASIC collaborates with the Australian Space Agency to play a key role in the national space agenda.

## Staff profile

Defence SA currently employs 30 staff of which 3% identify as living with a disability.

## Strategic context

The *Disability Inclusion Act 2018* (the Act) highlights the importance of equal access and inclusion for people living with disability and requires the government to develop a new State Disability Inclusion Plan. The Department for Human Services has established a policy framework for DAIPs in South Australian government agencies through Inclusive SA: State Disability Inclusion Plan 2019- 2023.

**The Defence SA DAIP aligns with the four themes and associated priorities in the State Plan:**

### **1. Inclusive Communities for All**

Social inclusion is a priority for people living with disability as it affects all aspects of their lives.

### **2. Leadership and Collaboration**

People living with disability want to have a greater role in leading and contributing to government and community decision-making.

### **3. Accessible Communities**

The accessibility of the built environment, quality services and information is key to ensuring people living with disability are included and have the opportunity to equally participate in all aspects of community life.

### **4. Learning and Employment**

Workforce participation is fundamental to social inclusion. It provides economic independence and choice, social connections and friendships, value, identity and belonging.

## Our vision

**Our vision for disability access and inclusion is for the economic opportunities of the defence and space industries to be open to all South Australians.**

## Defence SA Actions

The Defence SA Disability Access and Inclusion Plan is structured around the themes and priority areas of the Inclusive SA: State Disability Inclusion Plan 2019–2023.

### Theme 1: Inclusive communities for all

**Social inclusion is a priority for people living with disability as it affects all aspects of their lives. It is our aim that the contributions and rights of people living with disability are valued and understood by all South Australians and that their rights are promoted, upheld and protected.**

Priority 1: Involvement in the community

Priority 2: Improving community understanding and awareness

Priority 3: Promoting the rights of people living with disability

Action	Responsibility	Timeframe	Target
<p><b>1.1</b> For events organised by Defence SA, ensure that venues, facilities and communications are accessible and inclusive. Examples of such events include: trade shows, industry and public consultations and forums.</p> <p>Defence SA Marketing and Communications team to review their event management practices against the “Accessible Events Guide” and Defence SA/Veterans SA checklist. <b>(Priority 1)</b></p>	<p>Director, Marketing and Communications and Director, Veterans SA</p>	<p>April 2021</p>	<p>100% of Defence SA events are planned in accordance with <a href="#">Accessible Events Guide when planning events.</a></p>
<p><b>1.2</b> Implement disability awareness training for all existing staff and include disability awareness training in the Defence SA induction program for new employees <b>(Priority 2)</b></p>	<p>Executive Director, Corporate Services</p>	<p>March 2021</p>	<p>100% completion of relevant course/s in employee training plans</p>

## Theme 2: Leadership and collaboration

People living with disability want to have a greater role in leading and contributing to government and community decision-making. It is our aim that the perspectives of people living with disability are actively sought and that they are supported to participate meaningfully in government and community consultation and engagement activities.

Priority 4: Participation in decision-making

Priority 5: Leadership and raising profile

Priority 6: Engagement and consultation

Action	Lead Directorate	Timeframe	Target
2.1 Include people living with disability in surveys, consultation and community engagement projects ( <b>Priority 6</b> )	All Directors	June 2021	Ensure relevant surveys include a question on accessibility.

## Theme 3: Accessible communities

The accessibility of the built environment, quality services and information is key to ensuring people living with disability are included and have the opportunity to equally participate in all aspects of community life. It is our aim to increase accessibility to public and community infrastructure, transport, services, information, sport and recreation and the greater community.

Priority 7: Universal design across South Australia

Priority 8: Accessible and available information

Priority 9: Access to services

Action	Responsibility	Timeframe	Target
<b>3.1</b> Ensure Defence SA occupied facilities comply with the Disability Access to Premises — Buildings Standards 2010 to ensure safe, equitable and dignified access for people with disability <b>(Priority 7)</b>	Executive Director, Corporate Services	June 2021 – and then as required if new premises are occupied.	All physical barriers identified and negotiated with a plan in place to address barriers.
<b>3.2</b> Develop and maintain Defence SA communication channels to ensure people with disability can readily access information <b>(Priority 8)</b>	Director, Marketing and Communications	June 2021	Contracting terms to specify adherence to SA Government accessibility guidelines.
<b>3.3</b> We will ensure the induction of all new employees includes information about working with diversity and people living with disability and include our Disability Access and Inclusion Plan in the induction for new employees. <b>(Priority 8)</b>	Executive Director, Corporate Services	Ongoing	100 per cent completion rates of Defence SA induction program for all new employees.  100 per cent completion rate for employees who are required to complete Mental Health First Aid training.

## Theme 4: Learning and employment

**Workforce participation is fundamental to social inclusion. It provides economic independence and choice, social connections and friendships, value, identity and belonging. It is our aim that people living with disability have access to inclusive places of study and that education and training provides pathways to meaningful and inclusive employment and volunteering opportunities.**

Priority 10: Better supports within educational and training settings

Priority 11: Skill development through volunteering and support in navigating the pathway between learning and earning

Priority 12: Improved access to employment opportunities and better support within workplaces

Action	Responsibility	Timeframe	Target
<b>4.1</b> Explore opportunities for disability awareness training or activities. <b>(Priority 10)</b>	Executive Director, Corporate Services	March 2021	Periodic training conducted for all employees.
<b>4.2</b> Engage training providers of defence industry courses, including the Naval Shipbuilding College to ensure the provision of training is available to members of the community with disabilities. <b>(Priority 10)</b>	Director, Defence Industry Workforce and Skills	March 2021	Selection criteria for training courses are inclusive.
<b>4.3</b> Review HR policies and recruitment, selection and on-boarding processes to remove barriers to ensure accessibility and inclusion <b>(Priority 12)</b>	Executive Director, Corporate Services	June 2021	All relevant policies and procedures highlight inclusiveness and/or support in how to successfully recruit and integrate people with disabilities
<b>4.4</b> Update the Defence SA Induction Checklist to identify the requirement for a Personal Emergency Evacuation Plan (PEEP) <b>(Priority 12)</b>	Executive Director, Corporate Services	Feb 2021	All employees with a relevant disability and/or limited mobility are identified and have a PEEP in place

<p><b>4.5</b> Provide disability awareness and employment training to HR staff and promote the <a href="#">OCPSE Disability Employment Toolkit (Priority 12)</a></p>	<p>Executive Director, Corporate Services</p>	<p>August 2021</p>	<p>All members of recruitment selection panels are to have read the Toolkit.</p>
<p><b>4.6</b> Identify opportunities to purchase goods and services from Australian Disability Enterprises (ADEs) and from organisations who have strong inclusive employment practices and provide employment to people living with disability. <b>(Priority 12)</b></p>	<p>All Directors</p>	<p>December 2020</p>	<p>Procurement policy updated to include reference to: <a href="#">BuyAbility   Social Procurement Specialists</a></p>

## Disability access and inclusion plan development

### Consultation

Internal consultation on this draft will be undertaken with all Defence SA employees, including employees who identify as having some form of disability. Public consultation will be conducted via direct engagement with key stakeholder groups and via the Defence and Space e-newsletter as well as the Veterans SA e-newsletter. Feedback from the consultation process will inform the final version of the Defence SA DAIP.

### Implementation Process

We will form an internal DAIP working group to monitor the implementation of our DAIP and to review it annually so that it remains relevant to the work we do and the broader needs and interests of people with disability.

In accordance with the Act, Defence SA will formally review this DAIP every four years or following a review of the State Disability Inclusion Plan. Our Chief Executive will receive a report on the progress of our DAIP by 31 October each year in accordance with [DHS - Disability Access and Inclusion Reporting](#). We will also include information about the progress we make in our Annual Report.

## **Glossary and Definitions**

### **Accessibility**

Accessibility is about ensuring that people with disability have equal access to programs, employment, training, goods and services, premises, communication, information and technology.

### **Inclusion**

Inclusion is about embracing and harnessing our diverse resources. It is about removing attitudinal, behavioural and physical barriers so that everyone feels valued and respected, has equal access to opportunities, and is empowered to participate and contribute their skills and perspectives to their workplace and society.

### **Universal design**

Universal design involves creating facilities, built environments, products and services that can be used by people of all abilities, to the greatest extent possible, without adaptations.