

Autism SA

Disability Access and Inclusion Plan

“EVERYTHING WE DO IS FOR EVERYONE”

**THE
LEADERS
IN AUTISM
SPECTRUM
DISORDER**

December 2015

Statement from Chief Executive Officer

Since 1964, Autism SA has been recognised as the leading provider of support and assistance to individuals and families living with Autism Spectrum Disorder (ASD).

The organisation was initially established by families seeking access to the best information, education, treatment and support. Our founding members advocated for acceptance and understanding, and encouraged research and leadership in the community.

Throughout the 50+ years that Autism SA has been operating, the organisation has remained true to its founding aim - working to ensure people with ASD get the most out of life.

The individuals and families we support are at the core of everything Autism SA does. Our expert team provides person centred services and support, implementing world class, evidence based practice to deliver innovative and individualised approaches. Whether you are a person living with ASD, or a family member, carer teacher or allied health professional, Autism SA can assist.

Autism SA is a strong representative and advocacy voice for people in our community. We work to improve life outcomes for people with ASD by providing and facilitating the very best information, connections, expertise, education, services and support.

The organisation is accredited and registered as a provider through:

- National Disability Insurance Agency
- Helping Children with Autism Package
- Better Start
- South Australian State Government Disability Services Provider Panel.

Autism SA has developed a Disability Access and Inclusion Plan (DAIP) to identify and address barriers to access and inclusion. The DAIP is a living document and will assist Autism SA to systematically address matters related to disability access, as well as making services and information more accessible to clients and and develop strategies that meet the participation and service needs of people with disability.

The DAIP action plan incorporates six key objectives and includes a number of major outcomes Autism SA aims to achieve over the coming two year period.

All management and staff are committed to its implementation, maintenance and success of the DAIP.

Barrie Elvish

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AUTISM SA DISABILITY ACCESS AND INCLUSION PLAN

Updated: November 2015

Review: November 2017

CONTEXT

The Disability Access and Inclusion Plan (DAIP) strategy demonstrates the South Australian (SA) Government's commitment to improving the participation of people with disability across a range of areas so that they can enjoy the rights and opportunities provided to all citizens to reach their full potential.

DAIPs provide a systematic approach for organisations to identify and address barriers to access and inclusion and develop strategies that meet the participation and service needs of people with disability. The plans are active documents that recognise community and cultural diversity and acknowledge the valuable contribution of everyone to the social and economic fabric of our society.

United Nations Convention on the Rights of Persons with Disabilities

The development of DAIPs aligns with the UNITED NATIONS CONVENTION ON THE RIGHTS OF PERSONS WITH DISABILITIES (UNCRPD) ratified by Australia in 2008, and the Optional Protocol signed by Australia in 2009. The convention acknowledges the value of existing and potential contributions made by people with disabilities to the overall wellbeing of their communities. It is underpinned by eight guiding principles based on respect, equality and non-discrimination.

National Disability Strategy 2010-2020

Inherent in Australia's commitment to the UNCRPD is an obligation to continually improve the lived experience of people with disability. For government, that not only means improving outcomes through the specialist disability service system but also ensuring that mainstream services, programs and infrastructure are responsive to their needs.

On 13 February 2011, the Council of Australian Governments (COAG) endorsed the *National Disability Strategy 2010–2020* (NDS). The NDS provides a shared agenda to help achieve the vision of an inclusive Australian society that enables people with disability to achieve their full potential as equal citizens.

The NDS outlines a 10 year national policy framework for all governments to address the barriers faced by Australians with disability and will ensure that services and programs including healthcare, housing, transport and education, address their needs.

The NDS will help ensure that the principles underpinning the UNCRPD are incorporated into policies and programs to improve access and outcomes for people with disability, their families and carers.

The NDS was developed in partnership with the Commonwealth, State and Territory Governments under the auspice of COAG. The Australian Local Government Association also assisted in the development of the NDS.

Strong Voices: A Blueprint to Enhance Life and Claim the Rights of People with Disability in South Australia (2012-2020)

In March 2012, the SA Government endorsed the introduction of DAIPs across government in accordance with recommendation six of the report **STRONG VOICES: A BLUEPRINT TO ENHANCE LIFE AND CLAIM THE RIGHTS OF PEOPLE WITH DISABILITY IN SOUTH AUSTRALIA (2012-2020)**.

The introduction of DAIPs replaces the previous access strategy, *Promoting Independence: Disability Action Plans for South Australia*. Although the DAIP strategy has a specific focus on upholding the rights of people with disability, it fits into the broader social inclusion framework of the SA Government.

Disability Services Act 1993 and Disability Services (Rights, Protection and Inclusion) Amendment Act 2013

The *Strong Voices* report recommended that new rights-based legislation, aligned with the UNCRPD, be enacted to replace the *Disability Services Act 1993*. In view of the continuing relevance of this Act and the significant reforms implemented subsequently by both Commonwealth and State Governments (including the establishment of the National Disability Insurance Scheme), it was decided that alternative approaches should be considered.

Consultation and engagement with the community sector and people with disability culminated in the identification of priorities for action and ways to address these through complementary legislation or policy and program implementation.

The Department for Communities and Social Inclusion, through Disability SA, supported these consultations and the drafting of the *Disability Services (Rights, Protection and Inclusion) Amendment Act 2013* which was proclaimed on 5 December 2013.

The amendments strengthen protections available to South Australians living with disability by referencing the UNCRPD and including provisions such as enshrining the right to exercise choice and control in decision-making, ensuring accessible complaints and grievance processes and protection for those who raise a complaint. State and national discrimination legislation is also referenced and safeguarding policies mandated for all disability service providers.

DEFINITIONS & LEGISLATION

Under federal legislation (the *Disability Discrimination Act 1992*) and SA legislation (*Equal Opportunity Act 1984*) it is against the law to discriminate against someone based on their disability. Disability discrimination happens when people with a disability are treated less fairly than people without a disability and the discriminator fails to make reasonable adjustments to rectify the situation. It also occurs when people are treated less fairly because they are relatives, friends, carers, co-workers or associates of a person with a disability.

DISABILITY DISCRIMINATION ACT 1992

The *Disability Discrimination Act 1992* defines "disability" as meaning:

- (a) total or partial loss of the person's bodily or mental functions; or
- (b) total or partial loss of a part of the body; or
- (c) the presence in the body of organisms causing disease or illness; or
- (d) the presence in the body of organisms capable of causing disease or illness; or

- (e) the malfunction, malformation or disfigurement of a part of the person's body; or
 - (f) a disorder or malfunction that results in the person learning differently from a person without the disorder or malfunction; or
 - (g) 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:
- (h) presently exists; or
 - (i) previously existed but no longer exists; or
 - (j) may exist in the future (including because of a genetic predisposition to that disability); or
 - (k) is imputed to a person.

UNITED NATIONS CONVENTION ON THE RIGHTS OF PERSONS WITH DISABILITIES

The UNCRPD defines persons with disabilities as including those who have long-term physical, mental, intellectual or sensory impairments which interact with various barriers to hinder their full and effective participation in society on an equal basis with others.

This broader understanding recognises that disability may also be a product of the environment in which a person lives. Social, attitudinal, economic and cultural barriers can limit participation as can a person's individual circumstances (i.e. the nature and degree of impairment, capacities and skills).

The UNCRPD defines 'discrimination' on the basis of disability to mean "... any distinction, exclusion or restriction on the basis of disability which has the purpose or effect of impairing or nullifying the recognition, enjoyment or exercise, on an equal basis with others, of all human rights and fundamental freedoms in the political, economic, social, cultural, civil or any other field."

OUR VISION: "EVERYTHING WE DO IS FOR EVERYONE"

Our vision for the future is of an inclusive South Australian community that genuinely welcomes respects and values the contributions of all citizens regardless of their abilities, age or background.

The *Disability Services (Rights, Protection and Inclusion) Amendment Act 2013* legislates the intent of both the UNCRPD and the National Disability Strategy in ensuring that people with disability live in inclusive and accessible communities. A key step in achieving this is to incorporate the concept of universal design into design and planning processes.

Universal design allows everyone to the greatest extent possible, to use programs, services and facilities. This includes access to the physical environment including public buildings, parks and streetscapes. But it also relates to the provision of transport, information and communication systems, and products and services.

It is often cheaper and more effective to incorporate universal design features in the planning stages rather than trying to adapt existing structures and programs later.

SOUTH AUSTRALIANS LIVING WITH DISABILITY

The Australia Bureau of Statistics (ABS) *Survey of Disability, Ageing and Carers 2012* (SDAC) defines a person with disability as someone who has a functional limitation, restriction or impairment, which has lasted, or is likely to last, for at least six months and restricts everyday activities.

In SA, over one in five people (357,100 or 21.5%) reported having a disability in 2012. Of these, nearly 90% had a specific limitation or restriction that meant they were limited in the core activities of self-care, mobility or communication, or restricted in schooling or employment.

Around 32.0% of people with disability had a profound or severe limitation in one or more of the core activity areas with a further 49.5% having a moderate or mild limitation in core activity areas.

In 2012, there were 22,700 children aged less than 15 years with a disability (7.7% of all children aged less than 15 years). Of these, 54.6% had a profound or severe limitation in core activity areas and 10.6% had a moderate or mild limitation in core activity areas.

ABS findings indicate that there were 219,000 people providing informal assistance to people with disability (13.4% of population). Of these, 56,000 people identified themselves as being primary carers (3.4% of the population).

The ABS also measures the participation of people with disability in a range of activities away from home. In the previous three months, most people with disability had visited relatives or friends (88.6%).

Participation in other specific activities away from home over the previous 12 months was also measured. These include visiting a library, participating in physical activities for exercise or recreation, or attending a sporting event or movie. Nearly one in five (18.0%) South Australians with a disability aged less than 65 years did not participate in any of these activities away from home.

ABOUT AUTISM SA

WHAT WE WANT TO ACHIEVE

Our vision is for a society that enables people living with Autism Spectrum Disorder (ASD) to get the most out of life.

Our mission is to improve life outcomes for people with Autism Spectrum Disorder (ASD) by providing and facilitating the very best information, connections, expertise, education, services, support and a strong representative voice.

Our values

TOGETHER we strive

CURIOSITY in our thinking

TRUTH in decision making

COURAGE to take action

RESPECT for each other

ADVENTURE in how we do things

CELEBRATE contributions to making the workplace better

STRATEGIC PLAN 2013 - 2016

Since 1964, Autism SA has been supporting families and people on the Spectrum. Our founding members were families driven by the desire to ensure they had access to the best information, education, treatment and support. They advocated for acceptance, understanding and encouraged research and leadership in the community. "...when the welfare of any group of children is in doubt, a parent body is the best means of making sure that their interests are not neglected" (Autistic Children's Association of South Australia Annual Report, 1964). We have remained true to our beginnings. We strive to deliver the best possible services and outcomes. We strive to be a strong voice, both for and with, the autism spectrum community. These are key strategic priorities for our organisation.

Our Strategic Plan 2013-2016 delivers seven key messages for the future:

- The consumer is at the centre of everything we do – Autism SA will ensure that we provide individualised and person-centred services and supports. We understand that people with ASD and their families need to be supported, involved and engaged to ensure that they can get the most out of life. We will ensure improved ways for people to be involved in decision making and representation across our organisation.
- Service provider of choice – Autism SA will deliver the best possible services and outcomes. There will be a clear shift in how Government funding will be provided in the future. Families and individuals with ASD have often been frustrated by the lack of services or the type of services. So have we. This reflects traditional funding models where the type and range of services provided are predominantly determined by a contract with Government. Our focus for the future is to align our services with what people with ASD want and need – this is a reflection of future funding models where individuals will have choice and control over services and supports provided.
- A secure and certain future – Autism SA will provide strong, dependable and innovative governance. We need a secure and certain future for our organisation and for the autism spectrum community. We will ensure good governance in a changing environment that effectively positions Autism SA and the autism spectrum community for the future.
- Developing more of what people want – Autism SA will diversify and ensure the long-term sustainability of our service offerings. The future holds opportunity to investigate the delivery of a range of services and supports that have not been previously available or have been very limited. We see great opportunities to partner with other organisations and to design future services in collaboration with the autism spectrum community.
- A strong voice for, and with, the autism spectrum community – Autism SA will be the sector authority for influencing and leading social policy. We will be active in informing the design and development of the NDIS. We will also be active in advising other systems – education, mental health, housing – about the specific and

unique needs of people with ASD. We will continue to have an active role in research, community education and professional development.

- Great staff and great systems - Autism SA will create a workplace where our people will perform at their best. We are concerned that there will not be enough skilled and qualified staff in the future to deliver the services and supports required. We will be progressing a comprehensive strategy that ensures that we are able to recruit, develop and retain the best possible staff to deliver the best possible services.
- Campaigning, communicating, connecting – Autism SA will engage and communicate effectively with our stakeholders. We need to be more active in the future about ensuring that the autism spectrum community and its supporters are well aware of developments and opportunities.

WHAT WE DO

General Information

- Info line
- Information booklets
- Autism SA website and Forum Facebook & Twitter discussions, Autiser & infomail Newsletters, Public awareness sessions, expos, Autism ambassadors, online library

Diagnosis Assessment & Planning

- Comprehensive full team diagnostic assessment
- Confirmation diagnostic assessment
- Adult diagnostic assessment
- Other assessment & Plans – speech & language, occupational therapy, mealtime, oral eating/drinking, mobility, continence, behavioural & educational

Post-diagnostic information

- Post-diagnostic appointments & support
- NDIS Support

Consultancy, Therapy & Support

- Playgroup
- Tailored support packages – upon request
- Brief individual support
- Individual therapy
- Small groups
- Short term consultation
- Individual support

Support & Skill Development

- Social development groups

Respite & Recreation

- Tailored support packages – on request
- Respite/overnight community care
- Day options/school holiday programs

Family Support, Education & Training

- General and Specific workshops
- Early days workshops
- Family workshops
- Positive partnerships workshops
- Parent support network

Training for Professionals

- General and Specific workshops
- Diagnostic assessment training
- Tailored support packages
- Conferences

STAFF PROFILE

Autism SA currently does not collect data on the number of staff who identify as having a disability. The organisation is about to implement a new data management computer program and this will allow the organisation to ask the question and record the responses to gain such information. In line with the new system the organisation will then be able to implement relevant practices to ensure all staff employed with a disability has the opportunity for full inclusion within the organisation. There is no legal obligation for staff to disclose a disability, unless it is likely to affect their performance; their ability to meet the inherent requirements of the job; if it affects their ability to work safely and ensure the safety of co-workers.

RELATIONSHIP TO OTHER POLICIES, STRATEGIES AND FRAMEWORKS

Autism SA is currently reviewing all its policies and procedures in line with the implementation of the National Disability Insurance Scheme. Within this review the organisation will review and develop (if necessary) any policies and/or procedures related to access and inclusion to reflect current thinking and government directions. These actions are evident in all organisational business and action plans.

Autism SA will ensure there are linkages between the DAIP and planning mechanism, such as strategic planning and business planning.

DISABILITY ACCESS AND INCLUSION PLAN FRAMEWORK

DAIP key outcome areas align with those of the NDS, which were developed following extensive consultation with people with disability, their families and carers. Although aligned with the national strategy, policy directions specifically relate to the South Australian context.

This approach provides for development and implementation of a common framework that reflects the direction of current disability reforms in moving from a focus on service provision to a rights-based approach supporting individual choice, control and independence. Within this framework individual agencies can determine actions and strategies based on their own priorities and timelines.

DISABILITY ACCESS AND INCLUSION PLAN OUTCOMES

Ensuring that the rights of people living with disability are upheld is the responsibility of the whole community and requires a state-wide response. Most people take the ability to go about their daily life for granted. People with disability should also be able to access and participate in all aspects of our society, including using 'mainstream' services and programs. Social inclusion is fundamental to one's quality of life and critical to achieving positive life outcomes across all domains.

Developing a DAIP illustrates that an agency recognises the importance of including and being accessible to everyone, has a welcoming attitude and employs well informed staff who are aware of the needs of people with disability.

SOUTH AUSTRALIAN DAIP OUTCOMES

The SA DAIP strategy specifies the following outcome areas.

OUTCOME 1. INCLUSIVE AND ACCESSIBLE COMMUNITIES

People with disability live in accessible and well-designed communities with opportunity for full inclusion in social, economic, sporting and cultural life.

OUTCOME 2. ECONOMIC SECURITY AND EMPLOYMENT

People with disability, their families and carers have economic security, enabling them to plan for the future and exercise choice and control over their lives.

OUTCOME 3. RIGHTS PROTECTION, JUSTICE AND LEGISLATION

People with disability have their rights promoted, upheld and protected.

OUTCOME 4. PERSONAL AND COMMUNITY SUPPORT

People with disability, their families and carers have access to a range of supports to assist them to live independently and actively engage in their communities.

OUTCOME 5. LEARNING AND SKILLS

People with disability achieve their full potential through their participation in an inclusive high quality education system that is responsive to their needs. People with disability have opportunities to continue learning throughout their lives.

OUTCOME 6. HEALTH AND WELLBEING

People with disability attain the highest possible health and wellbeing outcomes throughout their lives.

DISABILITY ACCESS AND INCLUSION PLAN DEVELOPMENT

The development of a Disability Access and Inclusion Plan has the following benefits for Autism SA:

- Shows Autism SA's commitment to eliminate discrimination
- Promotes principles of access and equity
- Helps Autism SA achieve its service goals of quality of service provision to benefit as many clients as possible with available resources
- Changes made to encourage people with disabilities to use our service will also benefit other clients
- Assists Autism SA to comply with the DDA and eliminate the need for complaints
- Improve Autism SA's funding opportunities
- Supports both people accessing the service and staff employed by Autism SA

CONSULTATION PROCESS, FINDINGS AND STRATEGIES

People with disability have a unique insight into the barriers they face and what would be helpful to reduce these. They have repeatedly stated that they wish to be consulted on matters that affect them, giving rise to the saying, "Nothing about us, without us".

The process of developing Autism SA's Disability Access and Inclusion Plan has involved consultation with the Autism SA Leadership Team and the broader staff team and where possible the client and carer stakeholders to:

- Review Autism SA's current activities to identify potential barriers to access and areas in need of change
- Develop strategies to eliminate the potential barriers identified in the review of Autism SA activities
- Set some specific, achievable and measurable goals or targets against which Autism SA can assess the success of the Action Plan over specified timeframes
- Determining how we will be able to measure whether our actions have been successful
- Assign specific staff/teams within Autism SA with the identified responsibility for implementing each strategy, ensuring they have sufficient resources, priority and authority to ensure successful implementation
- Ensure the DAIP will be available on the Website
- Reporting on outcomes will occur in the Annual report

Autism SA's Disability Access and Inclusion Plan will be communicated to all staff to ensure that they understand the goals and targets and how they can contribute to the success of the plan.

Autism SA Leadership will aim to review the Disability Access and Inclusion Plan, annually in March, when the success of the Action Plan will be evaluated against goals, targets and timelines.

DISABILITY ACCESS AND INCLUSION PLAN IMPLEMENTATION PROCESS

The DAIP will feature as an agenda item on Leadership and Team meetings. Updates will be provided as to the progress of actions and suggestions made as to any and all updates and improvements required to the plan from all sources.

Staff are informed of the DAIP development through a variety of sources including: email, Infomail, Jigsaw, Insight and team meetings.

Staff are asked to consider the impact of the DAIP and make suggestions for improvement for future versions.

Overall responsibility for the implementation of the Autism SA DAIP rests with the Chief Executive Officer. Responsibility for specific actions may be delegated to executive or managers of particular designated areas specified in the actions of the plan.

The Autism SA DAIP will be publicly available on the Autism SA website and lodged with the Australian Human Rights Commission. In accordance with the Department of the Premier and Cabinet Circular PCO13, Autism SA will report on implementation of the plan in annual reports.

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THE ACTION PLAN

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
I	Autism SA staying true to its constitution could 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 Autism SA is servicing the expanded client group appropriately.	Autism SA to liaise and network with other disability organisations to explore opportunities for partnership.	30 June 2016	MoUs in place with organisations. Database reflects expanded client group.	Nil. Funding for such support would be a requirement	Leadership 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 Autism SA 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.)	30 June 2016	All venues meet minimum compliance for wheel chairs and disability access.	Possible costs of widening doorways.	Autism SA WHS Officers to conduct as part of site inspections.
3	Physical barriers to access	That for any new properties acquired by Autism SA that relevant manager obtain 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	Louise Davies

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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	Managers
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 utilizes appropriate language and intent	<p>Meet communication standards; utilize 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"> • emails • Skype • plain English materials • phone translator 	June 2016	<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"> • emails • Skype • plain English materials • phone translator 	As required	Marketing and Communications

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7	Attitudinal barriers	All staff to undertake DDA training or refresher to ensure that Autism SA 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.	<p>Identification of appropriate DDA training. (Could utilize training being undertaken within DECD.)</p> <p>Include DDA training in mandatory training for all Autism SA staff.</p> <p>Review current orientation program / material to ensure overview of Autism SA mission and values in regard to ensuring staff do not exhibit any attitudinal barriers that may lead to discriminatory behavior.</p> <p>Include attitudinal & value awareness training in Customer Service Training</p>	July 2016	<p>All staff having undertaken DDA training and it is included in mandatory training requirements for all Autism SA staff.</p> <p>Inclusion of discriminatory behavior prevention in Autism SA Orientation Day program and Customer Service Training.</p>	<p>Cost of training.</p> <p>Staff time to undertake training.</p>	CEO and Leadership Team

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8	Client's rights to confidentiality	On implementation of new Autism SA 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 Autism SA database forms and reporting requirements. Develop and implement staff training schedule.	Within 6 months of implementation of new Autism SA database.	Confidentiality training program relating to Autism SA database incorporated in staff mandatory training.	TBC	CEO
9	Staff self-disclosure	On implementation of new Autism SA 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 Autism SA 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 DCSI 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	Executive Officers and Managers.
11	Support for staff on the Spectrum	Ensure that all staff on the Spectrum are adequately supported in the workplace by Autism SA and other agencies	They are performing at their best Supervisions are regular External agencies are utilized where required Managers are trained as required	Ongoing	Recruitment and retention of staff on the Spectrum PDPR are positive	Training	Relevant manager

Disability Action & Inclusion Plan

Version 4; 25th January 2016

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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 Autism SA	No specific cost	CEO