

# **Disability Access and Inclusion Plan**

## **Green Industries SA**

2017—2020



**Government  
of South Australia**

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Green Industries SA

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# Introduction

Green Industries SA (GISA) acknowledges the diversity of the South Australian community. To reflect and benefit from this diversity, the agency has developed the *Disability Access and Inclusion Plan 2017–2020* (DAIP). The purpose of the DAIP is to increase staff awareness of the rights of people with disability and identify and remove discriminatory practices. The intention of the DAIP is to improve understanding and guide positive change to equal opportunity a reality for people with disability, including those working or seeking employment in the agency.

# Acknowledgement

GISA acknowledges the assistance of those who have contributed to the development of this DAIP, in particular:

- Workforce Development Officer, People, Capability and Culture, Customer and Corporate Services, Department of Environment, Water and Natural Resources
- Directors, Managers and staff, Green Industries SA

# About Green Industries SA

GISA is a statutory authority with an appointed board established under the *Green Industries SA Act 2004 (SA)* and an administrative unit established under the *Public Sector Act 2009 (SA)*. It is located at Level 4, 81-95 Waymouth Street, Adelaide.

Green Industries SA has been created to support the South Australian Government's vision for a vibrant green economy. Developing the green economy is a way to contribute towards South Australia's competitive advantage. The *Green Industries SA Business Plan* sets out the program and initiatives to be undertaken by the agency. The three key objectives in the Business Plan are:

- To keep South Australia at the forefront of green innovation in the waste, recycling and resource recovery sectors.
- To deliver reduced waste to landfill and increase the State's capacity for recycling.
- To build the State's capability and resilience in the area of disaster waste management.

The agency's key programs and activities include:

- Implementing *South Australia's Waste Strategy 2015-20* which sets strategic objectives, targets, and priorities for action to reduce waste sent to landfill in the municipal, commercial and industrial, and construction and demolition sectors.
- Developing a State-wide disaster waste management plan; a forward infrastructure investment program (waste management and resource recovery) for the next 30 years.
- Examining new business models and practices to enable the Circular Economy.
- Delivering programs to reduce business reliance on energy and raw materials, reducing production and operating costs, especially in the food and beverage manufacturing sector.
- Researching new technologies which deliver environmental and employment outcomes.
- Promoting the export of Intellectual Property in the waste management and resource recovery sector.

- Co-investing in innovation, infrastructure and market development.

### **Community programs and services**

Community programs and services are delivered by third parties or contractors:

- Hazardous Waste Depot at Dry Creek, Adelaide - provides householders with a free, responsible and safe collection and disposal service for unwanted chemicals.
- BackLight Household Light Globe Recycling program – provides householders with a free light globe collection at any Mitre 10, True Value and Banner hardware store giving access to more than 60 stores state-wide.
- Wipe Out Waste school educational program, litter measurement, reduction and education and the *Recycle Right*<sup>®</sup> household education program is delivered by KESAB *environmental solutions*.

### **Corporate support**

Corporate support for the agency is managed through a Service Level Agreement with the Department of Environment, Water and Natural Resources (DEWNR). Green Industries SA participates in public sector wide equal opportunity employment programs as part of this Agreement including the *Strategy for Employment of People with Disabilities*.

### **Staff profile**

The agency employs high performing, skilled staff with expertise in policy development, social and economic innovation, behavioural change and industry assistance. Its work has been recognised internationally, with its expertise sought by other jurisdictions nationally and internationally. As of 1 January 2017, Green Industries SA did not have any staff with a declared disability.

### **Physical environment**

In 2017 Green Industries SA re-located to a new office at Level 4, 81-95 Waymouth Street, Adelaide. DEWNR contracted Disability Consultancy Services Pty Ltd to undertake a disability audit of the base building. The new fit-out has been designed and certified to meet Australian Standards (e.g. standard desk height 720mm high, with sit-stand options provided); *Disability Discrimination Act 1992* (DDA) compliant accessible sections built into joinery/reception counters to enable wheelchair access, accessible sections beneath café sinks and auto opening doors on both entrances to the tenancy on each floor.

### **Core values**

Green Industries SA adopts its core values from the Code of Ethics for the South Australian Public Sector and expects employees to follow the Code at all times:

- **Democratic values** – helping the government, under the law to serve the people of South Australia
- **Service, respect and courtesy** – serving the people of South Australia
- **Honest and integrity** – acting at all times in such a way as to uphold the public trust
- **Accountability** – holding ourselves accountable for everything we do
- **Professional conduct standards** – exhibiting the highest standards of professional conduct

## **Community outreach**

Through its programs and policy initiatives the agency engages with organisations employing or working with people with disability. Several examples are included below:

### ***South Australia's Plastic Bag Ban***

The SA School for the Vision Impaired used teaching resources developed to assist the community to prepare for the ban on single-use plastic bags.

Hands On SA, which employs people with disability was contracted to mail out more than 13,000 information packs to retailers throughout South Australia.

### ***Working with the Phoenix Society – training and employment for people with disability***

Phoenix Society is a non-profit organisation employing more than 560 people at its five production facilities in Adelaide and Whyalla. It embarked on an ambitious greening program in 2007 to cut waste and lower energy and water consumption. Through the support of the agency's Industry Program it has successfully lowered its environmental footprint. This achievement has been recognised with a Certificate of Recognition for its long-standing commitment to improving its environmental performance.

### ***Supporting Electronic Recycling Australia – electronic waste processing***

Electronic Recycling Australia, was awarded a grant of \$100,000 by Green Industries SA in 2015-16 to improve the dismantling of electronic equipment at its head processing facility in Underdale, Adelaide. In addition to improved productivity and processing capacity, 10 additional jobs will be required as a result of the processing improvements. Electronic Recycling Australia will be able to export an additional 1,000 tonnes of materials for sale on the international commodity market. Electronic Recycling Australia is a social venture employing people with disability. As at January 2017, 66 people were employed at the Underdale, Adelaide facility including 43 people with disability (65% of the workforce).

## International, national and state legislation

The DAIP approach demonstrates the South Australian 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.

### **National Disability Strategy 2010-2020**

Inherent in Australia's commitment to the UN Convention on the Rights of Persons with Disabilities 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 South Australian 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)*.

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 South Australian Government.

### **South Australian Disability Access and Inclusion Plan Framework**

DAIPs are currently being developed by all South Australian Government departments and statutory authorities in accordance with the requirements of the Department of the Premier and Cabinet Circular PCO13.

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 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 determine actions and strategies based on their own priorities and timelines.

## Definitions

Under federal legislation (the *Disability Discrimination Act 1992*) and South Australian 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***

#### ***Definition***

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 (ie 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.*"

## South Australians living with disability

The Australia Bureau of Statistics (ABS) *Survey of Disability, Ageing and Carers 2015* (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.

The Australia Bureau of Statistics (ABS) *Survey of Disability, Ageing and Carers 2015* (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 South Australia, over one in five people (363,800 or 22.0%) reported having a disability in 2015. 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 28.3% of people with disability had a profound or severe limitation in one or more of the core activity areas with a further 52.3% having a moderate or mild limitation in core activity areas.

In 2015, there were around 19,900 children aged less than 15 years with a profound or severe limitation in core activity areas.

### Relationship to other policies, strategies, frameworks

South Australia's Strategic Plan 2011

*Disability Discrimination Act 1992* (Cwlth)

*South Australian Equal Opportunity Act 1984*

Code of Ethics for South Australian Public Sector Employees

*Public Sector Act 2009*

*Work Health and Safety Act 2012*

## Outcomes

The South Australia DAIP initiative aligns with the National Disability Strategy in specifying 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.

## 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.

| Action   |   | Responsibility   | Timeframe                                  | Measureable target   |
|--|---|--|--|--|
| Physical environment   | Office accommodation and fit-out meets standards for disability access Building Code of Australia.            | Department of Environment, Water and Natural Resources                                     | At time of fit-outs and lease negotiations | New fit-out complies with Building Code of Australia                                       |
| Communications and information systems   | External internet websites achieve Level A compliance against W3C standards.                                  | Manager, Communications, Media and Digital   | December 2017                              | 100% of agency websites currently in use comply with Level A standards where possible.     |
|  | Public communications use accessible technologies and alternative formats where appropriate.                  | Manager, Communications, Media and Digital   | Ongoing                                    | Alternative formats provided when required   |
| Civic life   | Events and activities sponsored/support ed by the agency consider needs of people with disability.            | Director – Business<br>Director – Operations<br>Manager, Communications, Media and Digital | Ongoing                                    | People with disability are able to participate in sponsored/supports events or activities. |
| Providing a welcoming environment, positive learning culture and physical accessibility. | Disability awareness policy to be included in the agency's induction program.                                 | HR Advisor   | June 2017                                  | Policy reference in the induction checklist  |
|  | Workplace assessments conducted to identify necessary modifications for employees with a declared disability. | Work Health and Safety Co-ordinator  | As required.                               | Workplace assessments undertaken within one week of request                                |

## 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.

| Action   |  | Responsibility      | Timeframe | Measurable target   |
|--|--|---------------------|-----------|---|
| Promoting workforce diversity, becoming an employer of choice.                       | Advertising template to be developed for GISA vacancies advertised on Jobs SA will have a statement encouraging people with disability to apply (other advertising templates will include the same statement as required). | HR Advisor          | June 2017 | Statement included in standard advertising templates                        |
| Disability awareness and disability discrimination awareness training for all staff. | Invite the South Australian Equal Opportunity Commission to provide training or awareness raising sessions for staff.  | Director - Business | Ongoing   | Staff have increased awareness of challenges face by people with disability |
| Ensuring accessible workplaces, timely modifications and flexible job design.        | Agency staff have access to Special Leave to care for a family member with disability. When need arises agency staff to use Special Leave to attend appointments for their disability. <sup>1</sup>                        | Chief Executive     | On going  | Percentage of staff accessing Special Leave provisions                      |
|  | Meet with employees with disability for feedback on the DAIP and suggestions for improvement.  | Director - Business | As needed | Meetings scheduled as needed.   |

### Outcome 3. Rights Protection, Justice and Legislation

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

|  | Actions | Responsibility | Timeframe | Measurable target |
|--|---------|----------------|-----------|-------------------|
|--|---------|----------------|-----------|-------------------|

<sup>1</sup> Referenced in DCSI HR policies.

|   |  |                            |                          |   |
|---|--|----------------------------|--------------------------|---|
| <p>Policies in place so that people with disability are safe from harm, exploitation and neglect.</p> | <p>Review agency policies, procedures and practices to ensure the needs of people with disability have been addressed:</p> <ul style="list-style-type: none"> <li>• Ensure HR policies and procedures are mindful of the requirements of staff with disability.</li> <li>• Support managers who have staff with disability.</li> </ul> | <p>HR Advisor</p>          | <p>Review by 2021-22</p> | <p>Up to date policies and procedures</p>                     |
|   | <p>Develop a draft Disability Policy for Green Industries SA.</p>  | <p>Director - Business</p> | <p>By June 2017</p>      | <p>Whole-of-agency policy endorsed by the Chief Executive</p> |

#### Outcome 4. Personal and Community Support

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

| Actions  |  | Responsibility                      | Timeframe    | Measurable target  |
|--|--|-------------------------------------|--------------|--|
| Disability awareness and disability discrimination awareness training for all staff. | Promote the Disability Access and Inclusion Plan in the agency through:<br>Discussion at staff meeting/s<br>Chief Executive endorsement of the DAIP. | Director - Business                 | Ongoing      | Staff meeting minutes<br>Endorsement by the Chief Executive                      |
|  | Special Leave with Pay approved for caring for a dependent with disability in line with Commissioner's Determination 3.1. <sup>2</sup>               | Chief Executive                     | Ongoing      | Delegates to approve Special Leave With Pay requests in line with current policy |
|  | Workplace assessments conducted to identify necessary modifications for employees with a declared disability.  | Work Health and Safety Co-ordinator | As required. | Workplace assessments undertaken within one week of request                      |

<sup>2</sup> <http://publicsector.sa.gov.au/documents/20161102-determination-3-1-hours-of-work-overtime-and-leave-pdf-1mb/>

## 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.

| Actions  |  | Responsibility                             | Timeframe | Measurable target                              |
|--|--|--|-----------|--|
| People with disability have opportunities to continue learning throughout their lives. | Ensure that the agency's websites comply with the State Government's website standards and adhere to the conformance of the Level A of the W3C guidelines:<br><br><a href="http://www.greenindustries.sa.gov.au">www.greenindustries.sa.gov.au</a><br><br><a href="http://www.sharensave.com.au">www.sharensave.com.au</a> | Manager, Communications, Media and Digital | Ongoing   | Qualitative data to demonstrate compliance.    |
|  | Ensure that electronic and traditional communication complies with relevant guidelines for visual impairment (typeface size and style and colour choice and contrast) – standards to be developed for legibility.  |  |           |  |
|  | Where appropriate and practical, supply information in alternative formats. Ensure that interpreter services are engaged if and when requested.  | Manager, Communications, Media and Digital | Ongoing   | Qualitative data to demonstrate compliance.    |
|  | Ensure that reports prepared by consultants and contractors comply with relevant guidelines for visual impairment. A standard guidance document is to be prepared and included as a Special Condition in contracts where appropriate.  | Director – Business                        | June 2017 | Qualitative – contractors adhere to guidelines |

## Outcome 6. Health and wellbeing

People with disability are supported to attain the highest possible health throughout their lives.

| Actions   | Responsibility   | Timeframe          | Measurable target  |
|---|--|--------------------|--|
| <p>Managers are to be aware of their responsibilities relating to the Personal Emergency Evacuation Plan (when need arises) and arrange Work Health and Safety training if required.</p>          | <p>Officers and Managers (as defined in the GISA Work Health and Safety Management System)</p> | <p>As required</p> | <p>All staff with disability and/or limited mobility are identified and have a Personal Emergency Evacuation Plan</p> <p>100% of employees have undertaken an annual ergonomic re-assessment of their workstations and modifications actioned as required.</p> |
| <p>Ergonomic assessments will be undertaken for all new employees or employees who move workstations to avoid work related injuries.</p>  |  |                    |  |
| <p>Personal Emergency Evacuation Plan developed (when need arises).</p> <p>A review (self-assessment) of each workstation will occur annually and will be coordinated by the WHS Coordinator.</p> |  |                    |  |

## Implementation and reporting

Overall responsibility for implementing the GISA DAIP rests with the Chief Executive. Responsibility for specific actions is delegated to directors and managers and/or staff responsible for business functions specified in the plan. Progress with implementing the GISA Disability Access and Inclusion Plan 2017–2020 is reported in the agency's annual report as required under Department of the Premier and Cabinet Circular PC013.