

Canberra Community Law (CCL)

Disability Action Plan

May 2015 to May 2016



As this is the first CCL Disability Action Plan it has been formulated for one year to enable CCL to review current practices and establish a baseline for future plans of longer duration. The plan has been developed in consultation with organisations assisting or representing people with disability including ACT Disability, Aged and Carer Advocacy Service; Advocacy for Inclusion; the ACT Human Rights Commission; the ACT Inclusion Council, the Canberra Blind Society; People with Disabilities (ACT) and the Women’s Legal Centre’s Aboriginal and Torres Strait Islander Women’s Law and Justice Support Program. The Disability Action Plan was approved by CCL Board on 22 April 2015.

ACTION	RESPONSIBILITY	TIMELINE	MEASURABLE TARGET
1.1 Ensure an adequate rate of data collection relevant to clients with disability and provide quarterly data reports to centre and Board meetings	All staff, student and volunteers who collect data to improve the rate of collection; Office Manager to provide quarterly reports to centre meetings and Coordinator to provide quarterly reports to Board meetings	From May 2015	Decrease in percentage of ‘not stated’ data items from 2014 calendar year data relevant to clients with disability. Quarterly reports provided to centre and Board meetings

1.2 Include information on effective communication with people with disability, particularly people from diverse backgrounds, and with their carers in staff, student and volunteer induction materials	Coordinator, Office Manager, Disability Discrimination Law (DDL) solicitor, Street Law Supervising Solicitor and Night-Time Legal Advice Service (NTLAS) Administrator	By May 2016	Induction materials updated to include information on effective communication with people with disability, particularly people from diverse backgrounds, and with their carers
1.3 Arrange training for staff on effective communication with people with disability in relation to a broad range of disabilities and diverse backgrounds	Coordinator and DDL solicitor	By May 2016	At least one training session held for staff annually on effective communication with people with disability
1.4 Update information relating to people with disability and their carers on the WRLC Library Intranet at least annually	DDL solicitor and Librarian	From May 2015	Information on people with disability and their carers on the WRLC Library Intranet, reviewed and updated at least annually
ACTION	RESPONSIBILITY	TIMELINE	MEASURABLE TARGET
2.1 Update external report on accessibility of CCL facilities	Coordinator, DDL solicitor and Office Manager	By May 2016	Accessibility report updated and report provided to following centre and Board meeting
2.2 Review printed information about CCL	Coordinator, DDL Solicitor and Office	By May 2016	Printed information reviewed and updated and alternative formats provided as resources permit

services for clients with disability and their carers and provide in accessible formats, including Easy English, on the CCL website as resources permit	Manager		
2.3 Provide information to staff on assistive technology	DDL solicitor	By May 2016	Annual information session for staff on assistive technology held
2.4 Monitor Web Content Accessibility Guidelines 2.0 (WCAG 2.0) in maintenance of CCL website and incorporate requirements as resources permit	Coordinator and Office Manager	By May 2016	WCAG 2.0 requirements considered in maintenance of CCL website and report provided to following centre and Board meetings
2.5 Provide information sessions at Aboriginal and Torres Strait Islander organisations and groups regarding CCL services for people with disability	Coordinator and DDL Solicitor	By May 2016	Information sessions provided at Aboriginal and Torres Strait Islander organisations and groups
ACTION	RESPONSIBILITY	TIMELINE	MEASURABLE TARGET
3.1 Include the following information in the CCL Recruitment Policy: <ul style="list-style-type: none"> • That reasonable 	Coordinator and Office Manager	By May 2016	Specified Information included in CCL Recruitment Policy

<p>adjustments can be provided in the recruitment process, including supplying recruitment documents in accessible formats as resources permit</p> <ul style="list-style-type: none"> • That funding for reasonable adjustments through the Australian Government Job Access Employee Assistance Fund can be investigated 			
<p>3.2 Provide information about reasonable adjustments in the workplace in staff, student and volunteer induction materials</p>	<p>Coordinator, DDL solicitor and Office Manager</p>	<p>By May 2016</p>	<p>Information about reasonable adjustments in the workplace provided in staff, student and volunteer induction materials</p>
<p>3.3 Consider development of a broader reasonable adjustment policy as recommended by the Australian Network on Disability</p>	<p>Coordinator, DDL solicitor and Office Manager</p>	<p>By May 2016</p>	<p>Broader reasonable adjustment policy considered and report provided to Board</p>
<p>3.4 Encourage people with disability to apply for employment, training or work</p>	<p>Coordinator</p>	<p>From May 2015</p>	<p>People with disability encouraged to apply for employment, training or work experience opportunities with CCL and reasonable adjustments provided as resources permit</p>

experience opportunities with CCL and provide reasonable adjustments as resources permit			
ACTION	RESPONSIBILITY	TIMELINE	MEASURABLE TARGET
4.1 Maintain a list of organisations representing people with disability and their carers and consult with organisations from the list in relation to strategic directions and training by holding an annual forum with such organisations	Coordinator, DDL solicitor and Office Manager	From September 2015	List of organisations representing people with a disability and their carers compiled and annual forum held
4.2 Encourage a person with a disability to stand for election to the WRLC Board annually by contacting disability specific organisations about vacancies	Coordinator and DDL solicitor	From November 2015	A person with a disability is encouraged to stand for election to the WRLC Board
ACTION	RESPONSIBILITY	TIMELINE	MEASURABLE TARGET
5.1 Respond to invitations to participate in relevant ACT and Commonwealth policy and legislative reviews	DDL Solicitor	From May 2015	Participation in relevant policy and legislative reviews as resources permit

affecting people with disability and their carers within CCL practice areas as resources permit			
ACTION	RESPONSIBILITY	TIMELINE	MEASURABLE TARGET
Lodge the DAP with the Australian Human Rights Commission (AHRC) and publish it on the CCL website	DDL Solicitor	May 2015	DAP lodged with AHRC and published on CCL website
Include references to implementing the DAP in CCL job descriptions	Coordinator	By May 2016	References to implementing the DAP included in CCL job descriptions
Include consideration of the DAP in the annual CCL Planning Day agenda	Coordinator	From May 2015	Consideration of the DAP included in the annual CCL Planning Day
Include a report on the achievement of targets under the DAP in the CCL Annual Report	DDL solicitor	November 2015	Report on the achievement of targets under the DAP included in the CCL Annual Report
Include consideration of the DAP at centre and Board meetings each quarter	Coordinator	From May 2015	DAP listed as an agenda item at centre and Board meetings each quarter