

# Canberra Community Law

## Disability Action Plan

### July 2019 to July 2022



This CCL Disability Action Plan (DAP) is designed to follow on from CCL’s first DAP which ran from May 2015 to June 2016 and its second DAP which ran from July 2016 to July 2019. This DAP was developed in consultation with organisations assisting or representing people with disability including the ACT Disability, Aged and Carer Advocacy Service; the ACT Office for Disability; the Disability Trust and Women with Disabilities ACT.

<b>OBJECTIVE ONE:</b>			
<b>INCREASE AWARENESS AT CCL OF THE NEEDS OF PEOPLE WITH A DISABILITY</b>			
<b>ACTION</b>	<b>RESPONSIBILITY</b>	<b>TIMELINE</b>	<b>MEASURABLE TARGET</b>
<b>1.1 Provide reports on data relevant to clients with disability to Centre and Board meetings to analyse and improve services</b>	DDL Solicitor	From July 2019	Quarterly reports provided to and discussed at Centre and Board meetings

<b>1.2 Arrange on-site training for staff on effective communication with people with disability</b>	DDL Solicitor	From July 2019	At least one training session held on-site for staff annually on effective communication with people with disability
<b>1.3 Promote external training opportunities for staff on access and inclusion</b>	DDL Solicitor	From July 2019	At least one external training opportunity annually promoted to staff
<b>1.4 Update information relating to people with disability and their carers on the CCL library intranet and in the CCL Library</b>	DDL Solicitor and Librarian	From July 2019	Information relating to people with disability and their carers on the CCL Library Intranet and in the CCL Library updated at least annually

**OBJECTIVE TWO:****IMPROVE ACCESSIBILITY TO CCL SERVICES**

<b>ACTION</b>	<b>RESPONSIBILITY</b>	<b>TIMELINE</b>	<b>MEASURABLE TARGET</b>
<b>2.1 Review printed information about CCL services for clients with disability and their carers and provide in accessible formats, including Easy English as resources permit</b>	DDL Solicitor and Office Manager	From July 2019	Printed information reviewed annually and alternative formats provided as resources permit.
<b>2.2 Review website information annually for accessibility</b>	Executive Director and Office Manager	From July 2019	Website accessibility reviewed annually.
<b>2.3 Provide information to Aboriginal and Torres Strait Islander organisations and groups regarding CCL services for people with disability</b>	Dhurrawang Solicitors	From July 2019	Information provided to Aboriginal and Torres Strait Islander organisations and groups at least annually.
<b>2.4 Provide information to Culturally and Linguistically Diverse organisations and groups regarding CCL services for people with disability</b>	DDL Solicitor	From July 2019	Information provided to Culturally and Linguistically Diverse organisations and groups at least annually

<b>2.5 Provide information to groups working with prisoners about CCL services for people with disabilities</b>	DDL Solicitor and Street Law Solicitors	From July 2019	Information provided to groups working with prisoners at least annually
<b>2.6 Provide information to groups working with parents and carers of children with disabilities about CCL services for children with disabilities and their parents and carers</b>	DDL Solicitor	From July 2019	Information provided to groups working with parents and carers of children with disabilities at least annually

## OBJECTIVE THREE:

### INCREASE PARTICIPATION OPPORTUNITIES FOR PEOPLE WITH A DISABILITY AND PROVIDE REASONABLE ADJUSTMENTS

ACTION	RESPONSIBILITY	TIMELINE	MEASURABLE TARGET
<b>3.1 Review information about reasonable adjustments and carer friendly arrangements in induction materials annually</b>	Office Manager and DDL Solicitor	From July 2019	Induction materials reviewed annually
<b>3.2 Compile and maintain a list of suppliers who support people with disabilities and use those suppliers where possible</b>	Office Manager and DDL Solicitor	From July 2019	List of suppliers who support people with disabilities compiled, maintained and used where possible

**OBJECTIVE FOUR:****INCREASE CONSULTATION WITH AND PARTICIPATION BY PEOPLE WITH DISABILITY IN CCL  
STRATEGIC DIRECTION AND MANAGEMENT**

<b>ACTION</b>	<b>RESPONSIBILITY</b>	<b>TIMELINE</b>	<b>MEASURABLE TARGET</b>
<b>4.1 Maintain a list of organisations representing people with disability and their carers and consult with them in relation to strategic directions and training by holding an annual forum</b>	DDL solicitor	From July 2019	List of organisations representing people with a disability and their carers maintained and annual forum held
<b>4.2 Encourage diverse membership of the CCL Board</b>	Executive Director	From July 2019	The CCL Board reflects a diverse membership

**OBJECTIVE FIVE:**

**RESPOND TO INVITATIONS TO PARTICIPATE IN RELEVANT ACT AND COMMONWEALTH  
POLICY AND LEGISLATIVE REVIEWS AFFECTING PEOPLE WITH A DISABILITY.**

<b>ACTION</b>	<b>RESPONSIBILITY</b>	<b>TIMELINE</b>	<b>MEASURABLE TARGET</b>
<b>5.1 Respond to invitations to participate in relevant ACT and Commonwealth policy and legislative reviews affecting people with disability and their carers as resources permit</b>	DDL Solicitor	From July 2010	Participation in relevant policy and legislative reviews at least annually

**OBJECTIVE SIX:****PROMOTE AWARENESS OF AND EVALUATE THE DAP**

<b>ACTION</b>	<b>RESPONSIBILITY</b>	<b>TIMELINE</b>	<b>MEASURABLE TARGET</b>
<b>6.1 Lodge the 2019-2022 DAP with the Australian Human Rights Commission and publish it on the CCL website</b>	Executive Director	July 2019	DAP lodged with the Australian Human Rights Commission and published on the CCL website
<b>6.2 Include consideration of the DAP at CCL Planning Days</b>	Executive Director	From July 2019	Consideration of the DAP included in CCL Planning Day agendas
<b>6.3 Include a report on the DAP at quarterly centre and Board meetings</b>	DDL Solicitor	From July 2019	Report provided at Centre and Board meetings quarterly
<b>6.4 Include a report on the DAP in the Annual Report</b>	DDL Solicitor	From July 2019	DAP report included in the CCL Annual Report