

Disability inclusion action plan

2024-2028

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1. Policy statements

The New South Wales Crime Commission (the Commission) is committed to achieving the outcomes for people with a disability to ensure that people with a disability have the opportunity to participate in and fully contribute to the life of our society. The Commission is also committed to ensuring all reasonable steps are enabled to support the inclusion of disability within the workplace.

This *Disability inclusion action plan* has been developed in accordance with the provisions of relevant legislation, including the *Disability Discrimination Act 1992* (Cth) (DDA)¹, the *Anti-discrimination Act 1977* (NSW)² and the *Disability Inclusion Act 2014* (NSW)³. The DDA makes it unlawful to discriminate in the provision of goods, services or facilities against people on the basis that they have, or may have, a disability. It also makes it unlawful to discriminate against a person on the basis that one of his or her associates has, or may have, a disability. The *Disability Inclusion Act 2014* requires each public authority to have a *disability inclusion action plan* from 1 July 2015.

¹ [Federal Register of Legislation - Disability Discrimination Act 1992](#)

² [Anti-Discrimination Act 1977 No 48 - NSW Legislation](#)

³ [Disability Inclusion Act 2014 No 41 - NSW Legislation](#)

The Commission is committed to ensuring its services are accessible and providing the necessary resources to treat staff, visitors and members of the public in an equitable, professional and compassionate manner, having regard to any disabilities they may have.

2. Commission overview

The Commission administers the *Crime Commission Act 2012* and the *Criminal Assets Recovery Act 1990*.

Most users of the Commission's services are those directly or indirectly involved in the Commission's investigations and litigation. These include those being investigated, those against whom the Commission has initiated litigation, legal representatives of those people, witnesses, informers, law enforcement officers from a number of agencies (State and Commonwealth), as well as building contractors, interpreters and Commission staff. The Commission does not usually have dealings with the public, nor hold public consultations.

3. Definitions

The term "people with a disability" refers to people with all kinds of impairment, either from birth or acquired through illness, accident or the ageing process. It includes physical, sensory and psycho-social disabilities as well as cognitive impairment.

The *Disability Inclusion Act 2014* defines disability in the following way:

disability, in relation to a person, includes a long-term physical, psychiatric, intellectual or sensory impairment that, in interaction with various barriers, may hinder the person's full and effective participation in the community on an equal basis with others.

4. Staff with a disability

The Commission takes seriously its obligations to the principles of Equal Employment Opportunity, by ensuring that jobs are awarded to the best qualified applicant, without unlawful discrimination.

The Commission offers employment opportunities to persons who identify as having a disability and makes special arrangements, as required, to facilitate interviews.

Workplace adjustments for staff with a disability are made on the basis of individual need.

5. Consultation process

Before commencing work at the Commission, new staff members are asked to complete the *Equal Employment Opportunity Data Collection Form*, which asks whether the person has a disability and whether any adjustments at work are required. The Commission is committed to making all reasonable workplace adjustments to support inclusion of staff members with disabilities or needs.

The Commission's If Not Why Not approach to a flexible working policy contributes to improving accessibility of employment of staff with disabilities. The Commission also works with employees to make reasonable adjustments within the workplace to support our staff. From this, the People and Culture Manager works with the employing manager with

developing a workplace plan with the employee to establish and make the necessary workplace adjustments.

Broader staff surveys include questions to gauge staff attitudes towards the Commission's ability to accommodate people with a disability and provide equitable services.

6. Achievements

The Commission has implemented and continues to support initiatives and strategies in support of its disability action planning.

Specifically, the Commission has:

- maintained the currency of the Commission's *Bullying, harassment, and discrimination* policy;
- providing training for all staff on bullying, harassment, and discrimination;
- supported diversity and inclusion through the Staff consultative Committee
- supported communications from the portfolio DCJ Pride community
- continue to review, communicate and improve access to a range of people and culture policies and procedures, including various *Leave policies* and *Grievance handling*;
- provided information in a range of formats to ensure accessibility of information;
- continues to publish materials on the Commission intranet readily accessible information;
- continuous review Commission's *Emergency Evacuation Procedures* to make specific arrangements for the evacuation of people with disabilities;
- in partnership with Property Development NSW implemented:
 - disability capable toilet facilities;
 - Lift buttons and toilet facilities in the Commission building have braille signs for the visually impaired.
- specialised emergency alert systems have been installed and supported by processes to support hearing impaired staff engaged at the Commission.
- Enhanced emergency evacuation procedures for employees with disabilities;
- providing support to staff with disabilities including access specialist support and resources; and
- upgraded facilities for staff and visitors with physical impairments.

The Commission ensures that it does not discriminate against people with a disability when selecting staff and works with employees to ensure appropriate workplace adjustments for staff with a disability.

The Chief Operating Officer and the People and Culture Manager have established a process of consultation with staff with a disability and their managers to ensure their needs are being appropriately addressed.

To date there have been no internal or external complaints made to the Commission about accessibility to Commission premises, information, or employment opportunities for people with disabilities.

7. Reporting

In accordance with the *Disability Inclusion Act 2014*, the Commission must give a copy of the plan to the Disability Council and make the plan publicly available, as soon as practicable after the date on which the Commission is required to have a plan.

The Commission is also required to provide the Minister with a report relating to the Commission's implementation of the *Disability inclusion action plan* after the end of each financial year.

8. Monitoring and review

The Commission's *Disability inclusion action plan* is monitored annually, with a review of activity against the Plan's stated outcomes. A report is then prepared for the Commissioner. This information is also reported in the Commission's Annual Report in accordance with the *Annual Reports (Departments) Regulation 2010*. Any matters that require attention are dealt with as needs arise, through the Commission's Executive Team.

The Commission will review its *disability inclusion action plan* before the end of every five (5) year period.

9. Action measures

<p>Outcome 1: Identifying and removing barriers to services for people with a disability</p> <p><i>Purpose:</i></p> <p>Reduce discrimination against people with a disability by providing equitable services and accesses for everyone. Ensure that the language used in policies and other publications is not unlawfully discriminatory.</p>		
Action	Responsible Officer	Timeframe
<ul style="list-style-type: none"> Consult with individuals and provide open channels of communication to identify and remove barriers for people with a disability. 	Chief Operating Officer and People & Culture Manager	Ongoing
<ul style="list-style-type: none"> Review and modify services and accesses, as appropriate. 	Chief Operating Officer and People & Culture Manager	Ongoing
<p>Outcome 2: Providing information in a range of formats that are accessible to people with a disability</p>		
Action	Responsible Officer	Timeframe
<ul style="list-style-type: none"> Continue to make available information in a range of formats for people with a disability to undertake training, apply for a job, make a complaint, etc., including face to face. 	People & Culture Manager	On-going

Outcome 3: Making Government buildings and facilities physically accessible to people with a disability

Current situation:

The Commission is physically accessible but current limitations of the building in which the Commission is located mean that people with a physical disability requiring ramp access must access the building via the basement roller door. This situation is not ideal. Consideration must be given to ensuring there is physical accessibility via the main entrance for any future Commission premises. New buildings must also abide by the *Disability (Access to Premises – Buildings) Standards 2010* made under ss 31 (1) of the *Disability Discrimination Act 1992 (Cth)*. Accessible toilets are located on the Ground Floor.

Action	Responsible Officer	Timeframe
<ul style="list-style-type: none"> • Provide facilities to meet any specialist requirements and needs for staff to promote inclusion; • Provides appropriate workplace adjustments, resources and facilities for staff and visitors to support inclusion. 	Chief Operating Officer and People & Culture Manager	Ongoing

Outcome 4: Increasing employment participation of people with a disability in the NSW Public Sector

Action	Responsible Officer	Timeframe
<ul style="list-style-type: none"> • Ensure that application and selection processes for all positions are accessible and non-discriminatory. 	People & Culture Manager	On-going
<ul style="list-style-type: none"> • Ensure that employees with a disability have the same access to training and professional development opportunities as other employees. 	Chief Operating Officer and People & Culture Manager	On-going
<ul style="list-style-type: none"> • Alter the work environment, modify the job role or offer technical or other kinds of support to staff with a disability. Implementing flexible work arrangements to increase retention rates of people with a disability. 	Chief Operating Officer and People & Culture Manager	On-going
<ul style="list-style-type: none"> • Focus improvements to workplace culture and acceptance of people with a disability by communicating to all staff the Commission’s commitment to improving employment outcomes for people with disabilities through internal communication s 	Chief Operating Officer and People & Culture Manager	On-going

Version control

Version	Effective date	Update comments	Author
2015-2019 v 1.0	2 April 2015	New Plan developed in line with <i>Disability Inclusion Act 2014</i> .	R Hughes
2015-2019 v 1.1.	28 August 2017	Plan revised to reflect current titles and status of actions.	S Gay
2020-2024	5 August 2020	Plan revised and updated for 2020-24	M Wilde
2024-2029	30 August 2024	Updated plan	OCOM Governance

Publication information

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Policy Contact	People & Culture Manager
Approver	Chief Operating Officer
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Classification	Unclassified
Acknowledgements	<p>Ageing, Disability and Home Care (FACS), Sept 2008, <i>Guidelines for disability action planning by NSW Government agencies</i>.</p> <p>NSW Department of Premier and Cabinet, 2010, <i>EmployABILITY – A strategy to increase employment opportunities for people with a disability in the NSW Public Sector</i>.</p> <p>Department of Social Services, 2011, <i>National disability strategy 2010-2020</i>.</p> <p>Department of Family and Community Services, 12 September 2014, <i>Disability Inclusion Action Planning Guidelines</i></p>

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Related documents	<i>Disability Discrimination Act 1992 (Cth)</i> <i>Disability Inclusion Act 2014 (NSW)</i> <i>Anti-discrimination Act 1977 (NSW)</i>
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