

*ACCESSIBLE ISLAND: TASMANIA'S  
DISABILITY FRAMEWORK FOR ACTION  
2018-2021*

DISABILITY ACTION PLAN 2018-2021

DEPARTMENT OF TREASURY AND FINANCE

JUNE 2018

VERSION 1.1

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## Foreword

The Department of Treasury and Finance supports the Tasmanian Government's commitment and vision of a fully inclusive society that values and respects all people with a disability as equal and contributing members of the community.

Treasury supports *Tasmania's Disability Framework for Action (DFA) 2018-2021 (Accessible Island)* through our Disability Action Plan 2018 - 2021. The plan sets out our vision and commitment to removing barriers for people with disabilities. It is underpinned by three principles:

- Access and inclusion - to services, infrastructure and communications;
- Collaboration and consultation - sharing of knowledge to make a difference; and
- Improving employment outcomes - for those seeking employment or who are existing employees.

Treasury's two previous Disability Action Plans, supported by our broader diversity and inclusion strategy and framework, provide a strong foundation for our new plan for 2018 - 2021. Treasury's mission is to improve the wellbeing of Tasmanians by providing high quality advice to the Government and effective and efficient administration of our financial and regulatory responsibilities. To achieve our mission, we recruit employees and promote them based on merit. A disability is not a barrier to joining Treasury or progressing. Disabilities come in many forms and there is no one solution to providing effective support. We seek to provide all employees with support to live balanced working lives, including flexible work options and confidential health and wellbeing support services. For employees with disabilities this may mean additional support, which is provided on a case-by-case basis.

Treasury's Executive and broader leadership group are fully committed to the principles of inclusive leadership and in applying these principles in their day to day work. We have particular contributions to make in the areas of property and procurement and will continue to work towards a Tasmania in which all people are recognised for their abilities and strengths and can readily participate and benefit from a strong economy.



Tony Ferrall  
**Secretary**  
**Department of Treasury and Finance**

## Background and objective of the Department of Treasury and Finance's Disability Action Plan

*Accessible Island* is Tasmania's third Disability Framework for Action (DFA) and spans four years from 2018 to 2021. The DFA is a whole-of-government approach to policy and planning, service delivery and evaluation that seeks to remove barriers and enable people with disability to enjoy the same rights and opportunities as other Tasmanians.

Each Government agency is required, as part of its strategic and business planning, to prepare a Disability Action Plan (DAP) 2018-2021 that documents the way in which the commitments specified in *Accessible Island* will be met.

The DAP has six outcome areas. These align with the *National Disability Strategy 2010-2020* (NDS) and to *Accessible Island*. Treasury's plan focusses on three outcome areas.

- Outcome area 1: Inclusive and accessible communities
- Outcome area 3: Economic Security
- Outcome area 6: Health and Wellbeing

### Organisational context

Treasury is a central government agency that manages the Tasmanian Government's financial resources and implements strategies to achieve the Government's economic and fiscal objectives. Our mission is to improve the wellbeing of Tasmanians by providing:

- high quality advice and service delivery to the Treasurer and our stakeholders; and
- effective and efficient administration of our financial, property and regulatory responsibilities.

Treasury's Disability Action Plan and intended outputs reflect a focus on collaborating with a wide range of stakeholders, so we can consider how the work of Treasury can assist in the removal of barriers and support Tasmanians with disability within the community. In our service delivery areas, we are committed to continuous improvement and enhancing the experience of people with disability when accessing our services.

Treasury is a values based organisation and our behaviour and decisions are guided by the following values:

- **Integrity** - as it builds confidence, trust and self-respect, and is the foundation of open and honest communication;
- **Excellence** - as it challenges us to give our best;

- **Respect** - as it recognises the value of each of us and the contribution we all make;
- **Camaraderie** - as it creates a fun and supportive place to be; and
- **Passion** - as it inspires us to achieve great things.

## Key Outcome Areas

This Action Plan covers the following NDS outcome areas:

- Inclusive and accessible communities;
- Economic security; and
- Health and wellbeing

## Consultation

### *Within the agency*

Treasury has a Diversity and Inclusion Reference Group which includes a wide range of representatives from across Treasury.

We use a range of mechanisms to consult within our agency on disability issues and workplace adjustment. These include the development of individual plans to support employees and engagement with the Diversity and Inclusion Reference Group on the development of this plan.

### *With people with disability*

Treasury consults with people with disability via the Premier's Disability Advisory Council (PDAC) and on specific matters, with a subject matter expert, on a case-by-case basis. Human Resources have dedicated personnel with skills and experience in supporting employees with disability and consult regularly on issues impacting both individuals and Treasury as a whole.

## Monitoring and Reporting

Progress against activities outlined in this plan are monitored by the Deputy Secretary Corporate and Governance, with support from the Manager Human Resources. All Treasury Branch Heads have an active role in the implementation of actions.

Annual reports will be provided to PDAC, and to the Treasury Executive Committee detailing achievements against outputs.

The plan is intended as a working document, with the aim of continuous review to improve our performance and to provide opportunities for people with disability in an inclusive manner.

## **Evaluation**

The Diversity and Inclusion Reference Group will monitor the plan on an ongoing basis to ensure that it remains current and to ensure progress against objectives.

Human Resources will evaluate the plan and provide regular feedback to the Secretary, Department of Treasury and Finance via Executive meetings.

Agencies are required to provide an annual report on their DAP to the PDAC.

In 2021, when the DAP 2018-2021 concludes, agencies will be asked to review the outcomes of their DAPs against *Accessible Island*.

## **Outcome area 1: Inclusive and accessible communities**

*NDS policy outcome: People with disability live in accessible and well-designed communities with the opportunity for full inclusion in social, economic, sporting and cultural life.*

### **Where we are:**

We have already:

- Developed strong working relationships and collaborated with other government agencies in the development of the Workplace Reasonable Adjustment Guide, to share lessons learned and to support a consistent approach to inclusiveness and accessibility.
- Promoted an internal environment which is disability confident, through developing management and leadership capability to have appropriate conversations to support employees with disabilities and address individual requirements.
- Collaborated with networks including the National Disability Coordination Officer and PDAC to support the identification of potential applicants for the Graduate Financial Analyst position for a person with a disability.

We will continue to:

- Identify community inclusiveness and accessibility as a key component of any new developments, refurbishments or redevelopment.
- Identify opportunities as part of new leases and lease renewals to negotiate with landlords to identify opportunities to improve accessibility of buildings.
- Listen to our customers and seek feedback on ways we can improve accessibility and remove barriers for people with disability.
- Provide appropriate care in the event of safety or evacuation procedures for all employees and clients with disability.
- Inform developers on accessibility for open space and building design provided by PDAC including the Parliament Square redevelopment.

Emerging issues:

- Future accommodation requirements for Treasury employees will incorporate consideration of improved accessibility, pending the proposed sale of the Treasury Building at 21 Murray Street Hobart.

## Actions

DFA No.*	Output/brief description	Outcome	Who (lead)	Key dates/milestones	Comments
<b>Ensure Tasmanian Government buildings and events are accessible for the public and our employees</b>					
1.1	<p>For new leases and lease renewals, identify opportunities to improve the accessibility of our buildings under the <i>Disability Discrimination Act 1992 (Cwth)</i> (DDA) and relevant provisions of the Building Code of Australia through negotiation with landlords and developers.</p> <p>For all property development where Treasury represents the Crown, we seek to provide accessible and well-designed spaces through engagement with the developer.</p>	Improved accessibility of our buildings.	Procurement and Property Branch	Ongoing	
1.5	Conduct individual ergonomic assessments in accordance with Treasury's Reasonable Adjustment Guide so reasonable adjustments can be identified, implemented and monitored.	Workplace adjustments are identified and implemented to provide an accessible workplace.	Human Resources	Ongoing	
1.6	Promote the <i>Tasmanian Government Accessible Events Guidelines and Checklist</i> to event organisers within the Department and when coordinating off-premises events.	Events conducted consider and improve accessibility.	Office of the Secretary	Ongoing	

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**Provide opportunities for people with disability to participate in, and engage with, their communities**

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1.19	Communicate internally information which supports people with disability and their carers to access support networks in the community as part of our ongoing health and wellbeing program.	Increased employee awareness of support networks within the community.	Human Resources Diversity and Inclusion Reference Group	Ongoing
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**Foster a collaborative approach across agencies, with stakeholders and with the Tasmanian community to create inclusive and accessible environments for people with disability.**

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1.23	Identify opportunities to collaborate with others to inform service delivery, policy and development and provide a feedback mechanism for people with disability such as web accessibility and recruitment.	Increased accessibility of Treasury services.	All Branches	Ongoing
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1.24	Consider opportunities to conduct targeted consultation with people with disability on the design and implementation of Tasmanian Government policy and legislation including the review of gaming legislation in support of the government's Future Gaming Markets policy while minimising gambling harm.	Informed policy and legislation development supports inclusive and accessible environments for people with disability	All Branches	Ongoing
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1.25	Continue to provide ongoing support to Department of Premier and Cabinet (DPAC) on the development of a whole-of-government ICT procurement framework.	Comprehensive accessibility criteria for ICT procurement is developed and implemented.	DPAC Procurement and Property Branch	DPAC lead	To date, Treasury has provided information to support DPAC in progressing this policy initiative.
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**Provide information that is accessible for clients and employees**

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1.31	Maintain website content which is accessible and continue to provide training to Treasury employees on how to publish accessible content.	Website content is accessible for customers and staff.	Information Services Branch Corporate Information Services Branch	Ongoing	
1.32	Participate in whole-of-government working groups and collaborate with others to support digital innovation and accessibility of ICT services.	Improved accessibility of ICT through sharing of knowledge through informal and formal channels across government.	Information Services Branch Corporate Information Services Branch	Ongoing	Treasury representatives participated in the whole of government Information Management Steering Group which included digital innovation and development of a Digitalisation strategy which considers the need for accessibility.
1.35	Improved readability of our information by conducting training and making available information which supports plain English and accessible web content development.	Treasury information is accessible and communicates clearly.	Information Services Branch Corporate Information Systems OTS	Ongoing	

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## **Outcome area 3: Economic security**

*NDS policy outcome: People with disability, their families and carers have economic security, enabling them to plan for the future and exercise control over their lives.*

### ***Where we are:***

We have already:

- Demonstrated a commitment to the application of reasonable adjustments and support of people with disability.
- Implemented an 'if not, why not' approach to flexible working arrangements which results in improved opportunity for all people to obtain and maintain employment.
- Documented material for selection panels to support selection processes and which provide for reasonable adjustment.
- Dedicated internal resources, with skills and experience in supporting employees with disability, who work closely with supervisors to remove barriers and promote inclusive workplace practices.
- Negotiated a Head Deed for the supply of goods and services from National Disability Services, to improve access across agencies to engage with Australian Disability Enterprises and increase employment opportunities for people with disabilities.

We will continue to:

- Train employees in inclusive recruitment and employment practices, and unconscious bias.
- Provide training and support to promote disability awareness and inclusive practices.
- Support programs which provide opportunities for people with disability in the workplace such as 'AccessAbility Day'.
- Maintain a graduate position for a person with a disability and regularly review other opportunities to recruit specifically for a person with a disability.
- Manage the Head Deed for the supply of goods and services from National Disability Services and provide support to agencies in its application.

Emerging issues:

- Review of our recruitment practices to identify how they could be more accessible to people with a disability. For example, consider a short application process for all vacancies (instead of more extensive selection criteria responses).
- Continued promotion of the principles of unconscious bias and awareness raising for all new Treasury employees and managers.

**Actions**

<b>DFA No.*</b>	<b>Output/brief description</b>	<b>Outcome</b>	<b>Who (lead)</b>	<b>Key dates/milestones</b>	<b>Comments</b>
<b>Tasmanian State Service <i>Diversity and Inclusion Policy and Framework 2017 - 2020</i></b>					
3.1	Implement Treasury's Diversity and Inclusion Strategy to support delivery of the outcomes in the Tasmanian State Service <i>Diversity and Inclusion Policy and Framework 2017 - 2020</i> .	Treasury's Diversity and Inclusion Action Plan is implemented.	All Branches Human Resources	Annual review of progress towards meeting objectives	
3.2	Identify opportunities to engage with Disability Employment Service providers during recruitment processes and expand use of the State Service People with Disability Employment Register.	Develop and maintain stronger relationships with Disability Employment Service providers and improved understanding of the needs of the disability employment sector.	Human Resources	Ongoing	
3.3.	Implement the whole-of-government online disability awareness training.	Improved awareness of disability.	Human Resources	Ongoing	
3.4	Continue to provide training in unconscious bias for employees and maintain a focus on inclusive leadership principles with senior management.	An inclusive and diverse workplace which considers the needs of individuals when accessing and	All branches Human Resources	Annually	

	Maintain and promote flexible work policies and support diversity in employment and consideration of individual requirements.	maintaining employment.			
3.6	Respond to feedback provided from any survey established by State Service Management Officer (SSMO) on progress of the Diversity and Inclusion Framework and review and update strategies and initiatives where relevant in Treasury's Action Plan.	Opportunity to increase awareness of learnings from a whole of government perspective.	Human Resources All Branches	In line with annual survey being established	
<b>Promote inclusive employment practices</b>					
3.7	Attend events and / or training where relevant with local government, business and the not-for-profit sector that promote and support inclusive employment practices.	Improved relationships and opportunities to share learnings related to inclusive employment practices	Human Resources All branches	Ongoing	
3.9	Continue to participate and promote national programs and initiatives which support disability enterprises.	Promote and support national disability initiatives	All Branches	Ongoing	Participation in Accessibility events.

## Outcome area 6: Health and wellbeing

*NDS policy outcome: People with disability attain highest possible health and wellbeing outcomes throughout their lives.*

### ***Where we are:***

We have already:

- Provided access to Employee Assistance Program (EAP) services which support health and wellbeing for employees and their immediate families.
- Developed an online learning module in collaboration with the Department of Justice to promote a mentally healthy workplace, which all staff complete.
- Integrated health and wellbeing as part of our overall work health and safety program including a dedicated Health and Safety Representative focussed on issues relating to the health and wellbeing of our people.

We will continue to:

- Provide support through our Employee Assistance Program, Health and Wellbeing Program and sharing of information on a range of wellbeing issues with employees.
- Promote national campaigns and initiatives which support Treasury's Health and Wellbeing Program and priority areas of the *Healthy Tasmania Five Year Strategic Plan*.
- Promote and apply flexible work practices for employees, which support a diverse workforce.

Emerging issues:

- Develop processes for effectively managing external clients accessing our services who may threaten self-harm.

## Actions

DFA No.*	Output/brief description	Outcome	Who (lead)	Key dates/milestones	Comments
<b>Promote community health and wellbeing.</b>					
6.3	Include in Treasury's Health and Wellbeing Program a focus on the priority areas of the <i>Healthy Tasmania Five Year Strategic Plan</i> , including smoking, healthy eating, physical exercise, chronic condition screening and management and community connections.	Improved health outcomes for employees.	Human Resources	New plan to be implemented in 2019	Treasury undertakes a number of health and wellbeing initiatives and activities aligned to the priority areas of the <i>Healthy Tasmania Five Year Strategic Plan</i> .
6.4	Maintain Treasury's Health and Wellbeing Program, including a continued focus on supporting employee's mental health and building resilience.	Employees have a good knowledge and understanding of strategies which support and build mental health and wellbeing strategies.	Human Resources	Length of plan	Treasury will be working to document procedures and conduct training for staff in responding to clients who may threaten self-harm.

## More Information

For further information about the Department of Treasury and Finance *Disability Action Plan 2018-2021* please contact:

**Joy Crane, Manager Human Resources**

## Accountabilities

<b>Implementation</b>	Division Heads / Branch Heads
<b>Compliance</b>	Executive Committee
<b>Monitoring and Evaluation</b>	Diversity and Inclusion Reference Group / Human Resources
<b>Development and/or Review</b>	Diversity and Inclusion Reference Group / Human Resources

## Policy History

Approved by and date	Tony Ferrall, Secretary, Department of Treasury and Finance on 16 July 2018
Diversity and Inclusion Reference Group chair	Joy Crane, Manager Human Resources
Commencement date	June 2018

## Document revision

Version	Date	Who	What
1.1			