

# ARTS SA DISABILITY ACTION PLAN 2010 - 2012



**Government of South Australia**

Arts SA

## Arts SA Disability Action Plan 2010-2012

### 1. INTRODUCTION

Arts SA<sup>1</sup> is an administrative division of the Department of the Premier and Cabinet (DPC) and contributes to the achievement of both the *Promoting Independence – Disability Action Plans for South Australia* and the DPC Disability Action Plan.

Arts SA's role includes:

- developing, facilitating and administering the Government's vision and strategy for the arts and cultural sector
- advising and supporting the Minister for the Arts and the Minister Assisting the Premier in the Arts
- managing the Government's funding assistance to artists and arts organisations
- supporting the development and maintenance of our State's cultural heritage collections
- recognising and promoting the strengths and needs of our State's makers, presenters and collectors of art and cultural heritage.

The Arts SA Disability Action Plan identifies specific strategies and actions that the division will undertake to support the DPC Disability Action Plan.

The Arts SA Disability Action Plan embodies our commitment to people with disabilities who use our services, who seek employment, or are already employed with us.

Arts SA is also committed to positive outcomes for people with disabilities who receive services from organisations funded or administered by Arts SA.

To that end, Arts SA will:

- ensure that all major funded organisations have a Disability Action Plan as a condition of funding and report on achievements annually
- ensure that all organisations receiving annual, triennial or recurrent funding over \$50k have a disability action plan as a condition of funding
- raise awareness of disability and equity responsibilities with individual artists and arts organisations receiving fund over \$20k.

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<sup>1</sup> For the purposes of this Plan 'Arts SA' refers to the central administrative division of Arts SA located at 110 Hindley Street, Adelaide SA 5000.

A number of statutory agencies have reporting responsibilities to the Department of the Premier and Cabinet through Arts SA but are also accountable to Boards of Directors: Art Gallery of South Australia; South Australian Museum; State Library of South Australia; and Carrick Hill. These agencies, together with Artlab Australia are expected to observe Department of the Premier and Cabinet policies, including the development and implementation of Disability Action Plans that reflect their particular needs. The agencies are expected to comply with DPC's Disability Policy, and activities undertaken at the Corporate DPC level (e.g. training) would include these agencies.

## 2. PURPOSE

The Arts SA Disability Action Plan 2010-2012 provides a structured approach towards identifying and systematically removing discriminatory practices from policy administration, services, employment and facilities in Arts SA. Its intention is to effect positive change that makes equal opportunity and equity of access to government a reality for people with disabilities.

## 3. CONTEXT

The Disability Discrimination Act 1992 (DDA) provides the legislative context for the Disability Action Plan.

In South Australia the document *Promoting Independence: Disability Action Plans for South Australia* sets the policy imperative for the development of disability action plans in government agencies. The policy is encapsulated in six key outcome areas:

1. Portfolios and their agencies ensure accessibility to their services to people with disabilities.
2. Portfolios and their agencies ensure information about their services and programs is inclusive of people with disabilities.
3. Portfolios and their agencies deliver advice or services to people with disabilities with awareness and understanding of issues affecting people with disabilities.
4. Portfolios and their agencies provide opportunities for consultation with people who have disabilities in decision-making processes regarding service delivery and in the implementation of complaints and grievance mechanisms.
5. Each portfolio Chief Executive will ensure that their Portfolio has met the requirements of the *Commonwealth Disability Discrimination Act 1992* and the *South Australian Equal Opportunity Act 1984*.
6. From 2005-06 the Promoting Independence policy also requires Portfolios to address issues of employment for people with disabilities through policy and practice.

The completion and implementation of a Disability Action Plan is a core strategy for achieving Outcome 5.

South Australia's Strategic Plan 2007 supports Outcome 6 with target T6.22: double the number of people with disabilities employed [in the public sector] by 2014.

## ARTS SA DISABILITY ACTION PLAN 2008-10

### Outcome 1: Portfolios and their agencies ensure accessibility to their services to people with disabilities (PWD)

Objective	Actions	Success Indicators Arts SA	Responsibility	Timeline	Resources
<b>1. Policies</b> PWD and access needs are in all policy, planning, programs plans and strategic plan	Develop an overarching policy on staff and public accessibility, inclusion and consultation, and promulgate across the organisation  <b>Arts SA to apply policy to programs, planning and service delivery</b>	<b>DPC Policy integrated into Arts SA's DAP</b>	DPC – Services Division  <b>Arts SA – POI</b>	Achieved  <b>Achieved and ongoing</b>	Internal  <b>Internal</b>
<b>2. Structures/Processes</b> Strategies and tools to assess building/facilities have been developed and implemented	Develop and implement a plan to complete the assessment of all owned or leased buildings/facilities for disability access, against the Government checklist guide  <b>Arts SA to contribute to the assessment process of relevant Arts organisational sites</b>  <b>Specialist consultant engaged for capital works</b>  <b>Master plan for strategic implementation of disability access and compliance</b>	<b>Arts SA consulted re site assessment process</b>  <b>Assessment of owned buildings completed by Harrison Consultants</b>  <b>Identify works that are being strategically implemented</b>	DPC – Services Division  <b>Arts SA – CHA</b>  <b>Arts SA - CHA</b>  <b>Arts SA - CHA</b>	Completed  <b>Completed</b>  <b>Completed</b>  <b>Ongoing</b>	Internal



Objective	Actions	Success Indicators Arts SA	Responsibility	Timeline	Resources
<p><b>4. Planning/Evaluation</b> Have in place by <del>30/06/08</del> an accommodation master plan that identifies all disability access barriers that need to be addressed, estimates costs to upgrade, sets priorities for upgrading and associated timelines</p>	<p>Develop an accommodation master plan, based on access plans arising from audits – with set priorities, costs and timelines</p> <p><i>Arts SA to contribute to master plan as appropriate</i></p> <p>Confirm external resources for implementing master plan</p> <p><i>Arts SA to contribute to costings as appropriate</i></p> <p><i>Work with DPC to prioritise outcomes in consultation with impacted organisations</i></p>	<p><i>Arts SA’s needs are accurately reflected in the master plan</i></p> <p><i>Arts SA’s needs are accurately reflected in the master plan</i></p> <p><i>Work is undertaken and completed</i></p>	<p>DPC – Services Division</p> <p><i>Arts SA – CHA</i></p> <p>DPC – Services Division</p> <p><i>Arts SA - CHA</i></p> <p><i>Arts SA - CHA</i></p>	<p>By 30 June 08</p> <p><i>Achieved</i></p> <p>Ongoing</p> <p><i>Achieved (see 1.2)</i></p> <p><i>Ongoing</i></p>	<p>Up to \$2 million for remedial work – to be finalised when plan developed</p> <p><i>DPC budget</i></p> <p><i>DPC budget</i></p> <p><i>DPC budget</i></p>

**Outcome 2: Portfolios and their agencies ensure information about their services and programs is inclusive of people with disabilities**

Objective	Actions	Success Indicators Arts SA	Responsibility	Timeline	Resources
<p><b>1. Policies</b> Corporate policy is established on publications and communications being accessible</p>	<p>Ensure the access and equity in DPC external communications – guidelines are applied across DPC</p> <p>Raise awareness of guidelines</p> <p><b><i>Continue to apply DPC guidelines to Arts SA's external communications</i></b></p>	<p><b><i>Arts SA's communications are disability friendly and comply with accessibility requirements</i></b></p>	<p>DPC – CC</p> <p>DPC - CC</p> <p><b><i>Arts SA Marketing &amp; Communications</i></b></p>	<p>From July 07</p> <p>From July 07</p> <p><b><i>Ongoing</i></b></p>	<p>Internal</p> <p>Internal</p> <p><b><i>Internal</i></b></p>
<p><b>2. Structures/Processes</b> Audit information, publications and communication strategies</p>	<p>Assess websites against corporate and W3C guidelines for accessibility.</p> <p>Assess publications against corporate guidelines for accessibility.</p> <p><b><i>Arts SA to audit Arts SA new website against corporate guidelines for accessibility</i></b></p> <p><b><i>New Richard Llewellyn Arts and Disability website to be audited against corporate guidelines for accessibility</i></b></p>	<p><b><i>Arts SA complies with guidelines</i></b></p> <p><b><i>Audit completed and website modified in response to audit</i></b></p>	<p>DPC - CC</p> <p>DPC - CC</p> <p><b><i>Arts SA Marketing &amp; Communications</i></b></p>	<p>By Nov 07</p> <p>From July 07</p> <p><b><i>By August 2011</i></b></p> <p><b><i>Completed-September 2010</i></b></p>	<p>Internal</p> <p>Internal</p> <p><b><i>Internal</i></b></p> <p><b><i>Arts SA - RLADT</i></b></p>
<p><b>3. Programs/Services</b> Information about services and programs are available in a range of accessible formats</p>	<p>Staff responsible for website administration and development improve awareness of accessibility issues</p>		<p>DPC - CC</p>	<p>From March 07</p>	<p>Internal</p>

Objective	Actions	Success Indicators Arts SA	Responsibility	Timeline	Resources
	<p><i>Arts SA to address Arts SA website re accessibility issues when new website is developed</i></p> <p>Ensure publications are available in alternative formats on request</p> <p><i>Arts SA to respond to requests re alternative formats as relevant</i></p>	<p><i>Arts SA website is accessible when audited against W3C guidelines</i></p> <p><i>All requests responded to appropriately</i></p>	<p><i>Arts SA Marketing &amp; Communications</i></p> <p>DPC - CC</p> <p><i>Arts SA Marketing &amp; Communications</i></p>	<p><i>August 2011</i></p> <p>Ongoing</p> <p><i>Ongoing</i></p>	<p><i>Internal</i></p> <p>Internal</p> <p><i>Internal</i></p>



**Outcome 3: Portfolios and their agencies deliver advice or services to people with disabilities with awareness and understanding of issues affecting people with disabilities**

Objective	Actions	Success Indicators Arts SA	Responsibility	Timeline	Resources
<p><b>1. Policies</b> Training programs from the Disability Awareness and Discrimination Training Framework implemented</p> <p>20% of staff trained in disability awareness by 30/06/07, with a continued training rate of 20% of staff per year</p>	<p>Develop and run pilot program</p> <p>Ensure resources to continue the program are allocated in the Corporate Training Curriculum</p> <p><i>Advocate for training for Arts SA staff as a priority</i></p> <p><i>Advocate for inclusion of chairpersons of grant funding panels as a priority</i></p>	<p><i>All Arts SA staff trained</i></p> <p><i>Chairpersons of grant funding panels trained</i></p>	<p>DPC – HR</p> <p>DPC – HR</p> <p><i>Arts SA–(Executive)</i></p> <p><i>Arts SA – ADP and POI</i></p>	<p>20% of DPC staff trained by 30 June 07</p> <p>20% of staff trained by July 08; 20% of staff trained by July 09; 20% of staff trained by July 2010</p> <p><i>Achieved</i></p> <p><i>Ongoing</i></p>	<p>Up to \$35,000 over two years initially</p> <p><i>DPC</i></p> <p><i>DPC</i></p>
<p>Mainstream training and education incorporate elements of disability awareness and discrimination</p>	<p>Review and revise corporate training programs, orientation packages and evacuation training to ensure it includes elements on disability</p> <p><i>Contribute to review of training programs as appropriate</i></p>	<p><i>Corporate programs include appropriate content and are accessible for all staff</i></p>	<p>DPC – HR</p> <p><i>Arts SA – Executive</i></p>	<p>Review undertaken by 30 June 07; revision of training programs underway by 30 June 07</p> <p><i>From Jan 08</i></p>	<p><i>DPC</i></p>

Objective	Actions	Success Indicators Arts SA	Responsibility	Timeline	Resources
	Promote HREOC Accessible Meetings and Events Guidelines to trainers across DPC  <i>Ensure Arts SA trainers are aware of the guidelines</i>	<i>Training programs are accessible for staff with disabilities</i>	DPC - HR  <i>Arts SA – Executive</i>	From 1 July 07  <i>From Jan 08</i>	Internal  <i>DPC</i>

**Outcome 4: Portfolios and their agencies provide opportunities for consultation with people with disabilities in decision making process regarding service delivery and in the implementation of complaints and grievance mechanisms**

Objective	Actions	Success Indicators Arts SA	Responsibility	Timeline	Resources
<p>Consultation processes in place with PWD and organisations to inform on how to make service delivery accessible and for implementing complaints mechanisms</p>	<p>Develop overarching policy – see Outcome 1 Section 1</p>	<p><i>Consultation structure and system in place</i></p>	DPC	From June 07	Internal
	<p>Identify policies, programs and services for consultation</p>		DPC	From Aug 07	Internal
	<p>Identify peak bodies as key stakeholders</p>		DPC	From Aug 07	Internal
	<p><b><i>Arts SA will consult with PWD in decision making processes as relevant</i></b></p>		<b><i>Arts SA – POI</i></b>	<b><i>Ongoing</i></b>	<b><i>Internal</i></b>
	<p>Review existing complaint mechanisms to include complaints related to disability and discrimination</p>		DPC	From March 08	Internal
	<p><b><i>Arts SA to develop a complaints mechanism</i></b></p>		<b><i>Arts SA - POI</i></b>	<b><i>Ongoing</i></b>	<b><i>Internal</i></b>
		<p><b><i>Complaints mechanism in place and complaints dealt with appropriately and according to process</i></b></p>			

**Outcome 5: Each portfolio Chief Executive will ensure that their portfolio has met the requirements of the Disability Discrimination Act 1992 and the Equal Opportunity Act 1984**

<b>Objective</b>	<b>Actions</b>	<b>Success Indicators Arts SA</b>	<b>Responsibility</b>	<b>Timeline</b>	<b>Resources</b>
Develop, implement and evaluate a DPC Disability Action Plan	Develop a DAP for implementation across DPC.	<i>Arts SA DAP developed and regularly reviewed and promoted across all divisions</i>	DPC	From May 07	Internal
	Divisions incorporate DAP actions into their business plans.		DPC	From July 07	Internal
	<i>Regularly review DPC DAP re actions relevant to Arts SA</i>		<b>Arts SA – Presenting Organisations and Initiatives</b>	<b>By August 2012</b>	<b>Internal</b>
			<b>Arts SA Executive</b>		
<b>Planning/Evaluation</b> In consultation with PWD, regular reviews of the DAP occur and progress reports feed into the strategic planning process and budget preparation	Ensure regular reporting by incorporating into corporate reporting processes	<i>Reports meet DPC requirements</i>	DPC	From July 07	Internal
	<i>Arts SA to establish reporting system</i>		<i>Arts SA – POI</i>	<b>Jan 08</b>	<b>Internal</b>
	Ensure consideration of DAP in budget preparation		DPC	From July 07	Internal
	<i>Include DAP costs in budget preparation for Arts SA</i>	<i>Arts SA DAP costs accurately reflected in DPC budget</i>	<i>Arts SA POI</i>	<b>Jan 08</b>	<b>DPC</b>
	<i>Develop guidelines to assist in distributing \$50k Disability Arts budget for access requests</i>	<i>Guidelines in place</i>	<i>Arts SA - POI</i>	<b>Nov 2010</b>	<b>Internal</b>

**Outcome 6: Increase employment rates (also SASP target T6.22)**

<b>Objective</b>	<b>Actions</b>	<b>Success Indicators Arts SA</b>	<b>Responsibility</b>	<b>Timeline</b>	<b>Resources</b>
<p><b>1. Policies</b></p> <p>Employment policy is established and implemented</p>	<p>Develop, and implement a policy on employment of PWD.</p> <p><b>Implement DPC employment policy as relevant</b></p>	<p><b>Arts SA complies with DPC policy</b></p>	<p>DPC - HR</p> <p><b>Arts SA- Executive</b></p>	<p>Completed – March 09</p>	<p>Internal</p> <p><b>Internal</b></p>
<p><b>2. Structures/processes</b></p> <p>Strategy to promote the % of PWD employment</p>	<p>Assess DFC strategy for SASP target T6.22, for implementation in DPC</p> <p>Develop strategy and promote across DPC, to increase and maintain % of PWD employment</p> <p>Establish baseline data for 2006 (required by SASP T6.22)</p> <p><b>Arts SA to contribute to strategy as appropriate</b></p>	<p><b>PWD supported to apply for positions in Arts SA</b></p>	<p>DPC – HR</p> <p>DPC – HR</p> <p>DPC – HR</p> <p><b>Arts SA - Executive</b></p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p><b>From Feb 08</b></p>	<p>Internal</p> <p>Internal</p> <p>Internal</p> <p><b>Internal</b></p>
<p><b>3. Programs/services</b></p> <p>HR and recruitment policies are inclusive</p>	<p>Train all HR staff, plan and implement training for managers</p> <p>Incorporate obligations under the Discrimination Disability Act and awareness of PWD into training programs for recruitment, selection and appointment</p> <p><b>Arts SA to ensure that relevant staff trained</b></p>	<p><b>Arts SA's recruitment, selection and appointment processes are inclusive</b></p>	<p>DPC</p> <p>DPC</p> <p><b>Arts SA - Executive</b></p>	<p>By May 08</p> <p>By May 08</p> <p><b>From May 08</b></p>	<p>Internal</p> <p>Internal</p> <p>DPC</p>

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