*[Your Organisation’s Name]*

Disability Action Plan Template

A Disability Action Plan is a part of a strategy for changing your business practices to:

* better engage people with disability
* reduce and remove barriers experienced by people with a disability
* avoid unintentional discrimination
* ensure that your facilities, services and programs do not exclude people with a disability, or treat them less favourably than other people

A Disability Action Plan is an active planning document and will help your business develop a blueprint for positive change, and will identify positive practices to implement those changes.

This document provides an outline to help you create an action plan for your organisation. It is intended for you to adapt to the context of your own organisation. Some of the sections may not be applicable or you may wish to include extra sections.

First determine whether this action plan will apply to the whole organisation or if this is a plan specifically for your volunteer program/s. Also decide whether this will be a disability-specific action plan, or a broader plan for inclusion and diversity covering a range of communities. You may wish to develop an Accessibility Action Plan or broaden this document out to be a Diversity Action Plan.

If your organisation already has an action plan which focuses on employees, you should review it to ensure that there are strategies and actions related to your volunteers.

Note that this is a template only. To finalise this document, use your organisation’s logo and branding.

*This template is adapted from a template created by VICTORIA ALIVE.*

Your Organisation

## About your Organisation

*[Provide a high-level summary of what your organisation does – this is likely available on your website]*

## Organisation Vision

*[State your organisation’s vision – this is likely available on your website]*

## Organisation Mission

*[State your organisation’s mission– this is likely available on your website]*

## Workforce and Volunteers

*[Here you may outline your workforce and the number of volunteers you have. You can add as much detail as you want however it is recommended at the least that you recognise volunteers as part of your workforce and the services they help you to provide]*

Your Commitment to Inclusion

## Purpose of a Disability Action Plan

*[Outline why your organisation is developing this plan]*

*Proactive approach to implementing disability inclusion organisation wide.*

*This Organisation recognizes that it is unlawful to treat a person with a disability less favourably than a person who does not have a disability, in the same or similar circumstances. Such discrimination is covered by the Commonwealth Disability Discrimination Act 1992 and the Equal Opportunity Act 1995.*

## Organisation’s Commitment to Disability Inclusion / Diversity

*[This could be a message from your CEO, chair of your board or a statement that summarises your organisation’s thinking around the benefits and commitment to being inclusive]*

*NAME of Organisation - embraces the Disability Discrimination Act 1992 premise that: • people with disabilities are part of our diverse communities. • people with disabilities, their families and carers have a right to participate as fully as possible in the life of our communities . • people with disabilities are the primary source of information regarding the physical, social and cultural barriers to their participation in their local community.*

## Consultation Process

*[Do you have a disability advisory committee? Or can you put a draft of this document out for a period of consultation with your staff & volunteers?]*

## Monitoring and Evaluation

*[How will you keep track of your achievements? How often will you take stock, for example every six months or every yearly quarter? This will depend on the actions you undertake.]*

## Achievements to Date

*[You may wish to highlight the work you have done already to make your organisation inclusive.]*

Your Action Plan

## Actions from Self-Assessment

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Area Assessed | Actions | Performance Measures | Responsibility | Timeframe |
| **Environment / buildings** | *Apply for grants for modifications to make the building more disability inclusive*  *Create a lower reception area for wheelchair users*  *Consult with people who have a variety of disabilities to ensure the building is accessible* |  |  |  |
| **Communication** | *Provide all emergency information in a variety of formats*  *Review website for different formats (large print, Easy English, audio)*  *Consult with people who have a variety of disabilities to ensure the communications in your organisation are accessible* |  |  |  |
| **Culture** | *Disability inclusion and the Disability Action Plan is supported by senior management*  *Promote #WeAreAble within your organisation*  *Provide disability awareness training to your staff & volunteers (GDVRS)*  *Promote your volunteer achievements in your newsletter*  *Nominate volunteers with disabilities for awards*  *Diversify your Board or Committee*  *Establish a disability advisory committee*  *Create & promote an Inclusion Statement for the organisation*  *Publish the Disability Action Plan on your website* |  |  |  |
| **Equipment** | *Apply for grants to purchase equipment to be more disability inclusive* |  |  |  |
| **Processes** | *Nominate a person to be responsible for disability inclusion*  *Regular review & evaluation of the DAP*  *Promote the Disability Action Plan to all staff & volunteers*  *Create a clear process for feedback (regarding inclusion)*  *Include wording on all employment & volunteer adverts, that PWD are encouraged to apply* |  |  |  |
| **Recruitment**  (including interviews & inductions) | *Review / develop accessible PDs*  *Update PDs where appropriate*  *Review roles for flexibility*  *Provide options for role promotion*  *Provide options for interview*  *Ask about accessibility needs and focus on the person (not the disability)*  *Partner with a disability support organisation to provide volunteer opportunities*  *Establish a buddy system for new volunteers* |  |  |  |
| **Other** | *Install a hearing loop*  *Marketing material (including website) highlights that the organisation is disability inclusive* |  |  |  |

|  |  |  |
| --- | --- | --- |
| Document prepared by | *[staff member / committee]* | *[Date]* |
| Document endorsed by | *[staff member / committee]* | *[Date]* |
| Document version |  | |

Examples of Actions

The following are real examples of initiatives that volunteer-involving organisations plan to implement.

**Organisational leadership**

Diversify your Board (you might find people with disability to serve on your board through organisations such as Voice at the Table or the Disability Leadership Institute).

If your organisation currently has a relevant committee focused on paid employees, such as a diversity committee, seek to include a representative from your volunteer workforce.

Engage people with disabilities and volunteers with disability in the business planning processes and building redevelopments.

**Organisational capacity**

Complete the Disability Inclusive Volunteering Program.

Connect with your local Volunteer Support Organisation / Disability Employment Service to provide more opportunities for people with disability.

Establish a peer mentorship / buddy system or other volunteer support systems.

Partner with a local Disability Employment Service to provide opportunities to people with disability.

**Systems for volunteer management**

Write role position descriptions which promote diversity and inclusion.

Review questions on application forms and in interview templates to ensure they are inclusive. Provide options to answer queries or for holding interviews. For some people face-to-face or telephone meetings are better that online processes.

Include inclusion and accessibility statements in volunteer Position Descriptions.

Remove unnecessary barriers from Position Descriptions, e.g. requirements for a driver’s licence or to perform heavy lifting if these are not needed.

Diversify the ways you promote volunteer opportunities, including ads offline such as at your local library.

Promote volunteering for all abilities at a local special school.

Hold a network meeting in your area/region/community with a focus on volunteer opportunities for people with disability.

**Organisational culture**

Share the success stories of your wonderful, diverse volunteers. Publish regular success stories of volunteers (including those disabilities) on social media. Develop a profile / case study on a volunteer with a disability to feature in newsletter / on website.

Hold a 'You Can't Ask That' disability panel session for staff and volunteers (remember to keep it appropriate and respectful!) or seek disability awareness training.

Invite local disability organisations / champions to come and talk to your organisation – as a guest at a staff meeting for example.

Nominate a volunteer for an award – or find other ways to celebrate/recognise volunteers with disability.

**Engage with lived experience**

Develop a role specifically for a person with a disability.

Survey volunteers with a disability on what could be improved in your organisation. Include questions around disability and volunteering in your member surveys (or other consultation mechanisms).

**Pathways to employment**

Develop pathways to employment for volunteers – e.g. allow your volunteers to be able to access and apply for internally advertised paid roles.