

# Disability action plan

## 2008-2010

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## **Goal 1: To take a leadership role in increasing awareness of arts and disability issues at a government, policy and organisational level**

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### **Key Actions**

- Advocate for arts and disability at a government level

*Performance measure:* Australia Council to place arts and disability issues on the agenda of the Cultural Ministers Council and other relevant government forums where appropriate

*Timeframe:* ongoing

- Incorporate issues relating to arts and disability into Australia Council policy and priority areas

*Performance measure 1:* Arts and disability is well articulated and integrated into policy documentation

*Timeframe:* Ongoing

*Performance measure 2:* A reporting framework is developed and support for arts and disability is itemised in the Australia Council's Annual Report

*Timeframe:* by November 2008

- Support all Major Performing Arts Board companies to develop Disability Access Strategies

*Performance measure 1:* Training and support is provided to all major performing arts board companies to assist in the development of access strategies

*Timeframe:* by April 2009

*Performance measure 2:* All Major Performing Arts Board companies are actively encouraged to develop and implement access strategies as a part of their business planning process

*Timeframe:* by June 2009

- Support all Key Organisations to develop Disability Access Strategies

*Performance measure 1:* Training and support is provided to all Key Organisations to assist in the development of access strategies

*Timeframe:* by April 2009

*Performance measure 2:* All Key Organisations are actively encouraged to develop and implement access strategies as a part of their business planning process

*Timeframe:* by June 2009

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## **Goal 2: To improve access to Australia Council programs, services and its built environment for people with disabilities**

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### **Key Actions**

#### Programs

- Develop information guidelines encouraging people with disabilities to apply to Australia Council programs

*Performance measure 1:* Guidelines are developed in accessible formats and updated as necessary

*Timeframe:* by October 2008

*Performance measure 2:* Guidelines are available for download on the Australia Council website

*Timeframe:* by October 2008

*Performance measure 3:* Guidelines are distributed annually to arts and disability peak bodies and networks as well as a range of arts organisations, including *ArtsPeak* members

*Timeframe:* annually from October 2008

- Continue to support organisations in the arts and disability sector

*Performance measure 1:* Review Key Organisations as required

*Timeframe:* ongoing

- Further develop processes to effectively monitor and review Australia Council funding to arts and disability activities

*Performance measure 1:* Coding and data collection from both application and acquittal forms is effective across Council for reporting purposes

*Timeframe:* by December 2008

*Performance measure 2:* Artistic activities funded in the area of arts and disability are reviewed annually

*Timeframe:* by each December annually

## Services

- Provide quality customer service which is accessible and appropriate for people with disabilities

*Performance measure 1:* All staff are trained to provide appropriate services for people with disabilities  
(See Goal 4)

*Timeframe:* (see Goal 4)

*Performance measure 2:* Phonic Ear portable FM system is purchased

*Timeframe:* by June 2008

*Performance measure 3:* TTY service is installed

*Timeframe:* by June 2008

*Performance measure 4:* All application forms to Australia Council grants programs are available in accessible formats

*Timeframe:* by January 2009

- Promote public information sessions and client meeting opportunities through arts and disability networks

*Performance measure 1:* Arts and disability networks are well informed of all information sessions and client meeting opportunities

*Timeframe:* from February 2008

*Performance measure 2:* Requests for accessible options such as wheelchair access are responded to effectively

*Timeframe:* from February 2008

- Continue the availability of the Arts Funding Guide in accessible formats.

*Performance measure:* Copies of the Arts Funding Guide are available in audio and disk format (or equivalent technology is provided)

*Timeframe:* ongoing

## Built Environment

- Undertake an audit of the Australia Council premises for compliance with the Disability Discrimination Act

*Performance measure:* A building audit is undertaken and areas of improvement are identified and costed

*Timeframe:* by December 2008

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## **Goal 3: To improve the Australia Council's communications and promotions relating to arts and disability**

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### ***Key Actions***

- Develop a Communication Strategy, which is inclusive of people with disabilities

*Performance measure 1:* Communications produced by the Australia Council are inclusive of people with disabilities

*Timeframe:* by July 2008

*Performance measure 2:* A by-line is developed for advertising and promotional material for 2008-2010

*Timeframe:* by March 2008

*Performance measure 3:* An arts and disability section is incorporated into the Arts Funding Guide, providing information about Australia Council programs and services for people with disabilities

*Timeframe:* by October 2008

Performance measure 4: The availability of services such as TTY and Phonic Ear system are promoted in relevant communications including the Arts Funding Guide, website, staff business cards etc

*Timeframe:* by July 2008

*Performance measure 5:* The Australia Council Communications team is well informed of all relevant networks, media and marketing partners to better support the arts and disability sector

*Timeframe:* by July 2008

- Increase access to the Australia Council website following current government accessibility guidelines

*Performance measure 1:* Access to the website is increased

*Timeframe:* by July 2008

- Ensure the Australia Council's commitment to arts and disability is actively promoted

*Performance measure 1:* The achievements of the arts and disability sector are promoted through the Annual Report, Artery, media releases and the website

*Timeframe:* ongoing

*Performance measure 2:* The website includes up to date information about Australia Council programs and services supporting people with disabilities

*Timeframe:* by January 2008

*Performance measure 3:* The 2008 - 2010 Disability Action Plan is available online and in hardcopy

*Timeframe:* by January 2008

*Performance measure 4:* The website provides up to date information and links to current resources and organisations in the arts and disability sector

*Timeframe:* ongoing

*Performance measure 5:* An arts and disability distribution list is developed and maintained to send promotional material about Australia Council programs and services to people with disabilities

*Timeframe:* by February 2008 and ongoing

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## **Goal 4: To foster a workplace culture that is responsive and inclusive of people with disabilities**

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### ***Key Actions***

- Develop a strategy to increase employment at the Australia Council for people with disabilities

*Performance measure 1:* Strategy is developed and delivered

*Timeframe:* by December 2008

- Provide staff training to all staff at the Australia Council on:
  - Disability Issues
  - The Disability Discrimination Act
  - Client service needs of people with disabilities

*Performance measure 1:* Staff training package is delivered to all staff and embedded within the staff induction program

*Timeframe:* by December 2008

*Performance measure 2:* Interview panels are well informed of Equal Opportunity Employer responsibilities

*Timeframe:* by June 2008

*Performance measure 3:* High staff awareness displayed in formal and informal workplace language and actions

*Timeframe:* ongoing

*Performance measure 4:* Staff make appropriate and prompt responses when addressing disability issues that may emerge

*Timeframe:* ongoing

*Performance measure 5:* Positive feedback on Australia Council service and delivery from people with disabilities and/or organisations from disability sector

*Timeframe:* ongoing

- Promote the excellence and diversity of work created by the arts and disability sector to all staff, Council, board and committee Members

*Performance measure 1:* A presentation program is undertaken internally inviting key artists and companies from the arts and disability sector to present to staff, Council and board members

*Timeframe:* by July 2009

*Performance measure 2:* An annual list of key arts and disability events is received from Arts Access Australia and circulated amongst staff, Council, board and committee members, actively encouraging attendance

*Timeframe:* by February annually

- Actively encourage peer representation by artists and arts workers with a disability on Australia Council boards and committees

*Performance measure 1:* The number of artists with disabilities on the online registry of peers is increased by promoting this process through arts and disability networks nationally

*Timeframe:* by December 2008

*Performance measure 2:* Each artform board and committee successfully engages a professional peer with a disability to participate in an assessment and/or policy meeting

*Timeframe:* by December 2010

- Ensure the objectives, actions and key responsibilities in the delivery of the Disability Action Plan are well understood by all staff

*Performance measure 1:* The production and distribution of the Arts and Disability Action Plan both internally and externally

*Timeframe:* by January 2008

*Performance measure 2:* Presentations are given annually to all staff on the objectives and progress of the Action Plan

*Timeframe:* by December annually

- Ensure the implementation and delivery of the Disability Action Plan is well monitored, managed and evaluated

*Performance measure 1:* An internal committee is established

*Timeframe:* by May 2008

*Performance measure 2:* Annual reviews of the Action Plan are undertaken and reports sent to Executive Group

*Timeframe:* by December annually

*Performance measure 3:* An annual progress report of the Action Plan is provided to Arts Access Australia

*Timeframe:* by December annually

*Performance measure 4:* A full review is undertaken upon completion of the Action Plan and reports provided to the Executive Group and Arts Access Australia

*Timeframe:* ongoing