



## Disability Services Policy

### Policy Statement

#### Purpose

1. The Department of Justice (the Department) is committed to ensuring professional and appropriate services are provided to meet the needs of all customers and employees.

#### Scope

2. This policy applies to:
  - 2.1 all contractors and employees of the Department; and
  - 2.2 customers with a disability as defined in the *Disability Services Act 1993* (WA), as well as their carers and families.

#### Policy

3. The Department is committed to ensuring that people with disability, their families and carers are able to access the Department's service, facilities and information by providing them with the same opportunities, rights and responsibilities enjoyed by all other people in the community.
4. The Department is committed to consulting with people with disability, their families, carers and peak organisations representing the interests of people with disability, to ensure barriers to access and inclusion are addressed appropriately.
5. The Department is committed to ensuring that its agents and contractors work towards the desired access and inclusion.
6. The Department will prepare a Disability Access and Inclusion Plan (DAIP) as per the requirements of the Premiers Circular 2003/08.
7. The Department is committed to developing, implementing and achieving the desired outcomes of the DAIP as follows:
  - Outcome 1 – People with disability have the same opportunities as other people to access the services of, and any events organised by the Department.
  - Outcome 2 – People with disability have the same opportunities as other people to access the buildings and facilities of the Department.
  - Outcome 3 – People with disability receive information from the Department in a format that will enable them to access the information as readily as other people are able to access it.
  - Outcome 4 – People with disability receive the same level and quality of service from the Department's staff as other people receive.
  - Outcome 5 – People with disability have the same opportunities as other people to make complaints to the Department.

- Outcome 6 – People with disability have the same opportunities as other people to participate in any public consultation by the Department.
  - Outcome 7 - People with disability have the same opportunities as other people to obtain and maintain employment with the Department.
8. The Department's DAIP will be made available to people with disabilities and the public as prescribed in the *Disability Services Regulations 2004 (WA)*.
  9. A DAIP Committee will be established by the Corporate Executive Committee and maintained to facilitate the development and implementation of the DAIP.

### **Monitoring and Reporting**

10. The DAIP Committee will meet quarterly to monitor the progress of the strategies against each outcome.
11. The Department will submit annual reporting to the Disability Services Commission in July each year advising on the progress of the Department's achievements against DAIP outcomes.
12. The DAIP Committee will submit six-monthly reporting to the Corporate Executive Committee through the Director General on the progress of achievements against DAIP outcomes.
13. The Department will report on the implementation of the DAIP initiatives in their annual report.

### **Review**

14. The DAIP will be reviewed as required with any changes accepted by the DAIP Committee to be approved by the Director General prior to submission to the Disability Services Commission.

## References and Attachments

### References

- *Disability Services Act 1993 (WA)*
- Premiers Circular 2003/08: State Government access guidelines for information, services and facilities
- *Disability Services Regulations 2004 (WA)*
- *Australian Human Rights Commission Act 1986 (Cth)*
- *Disability Discrimination Act 1992 (Cth)*
- *Equal Opportunity Act 1984 (WA)*
- *The Public Sector Management Act 1994 (WA)*
- [State Government Access Guidelines for Information, Services and Facilities \(Disability Services Commission\)](#)
- *Financial Management Act 2006 (WA)*

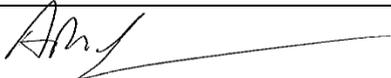
### Attachments

- Disability Access & Inclusion Plan 2018-2023 Department of Justice

### Approval, Delegations and Maintenance

#### Approval

##### Director General Approval

Name:	Dr Adam Tomison
Signature:	
Date:	12 July 2018

#### Maintenance/Review

##### Responsible Officer

Position:	Executive Director Corporate Services
File Reference:	2018/03429
Review Date:	July 2023