



HPV Disability Action Plan 2015-2018

HPV's Disability Action Plan addresses four Outcome Areas through the actions outlined below:

1. Reducing barriers to persons with a disability accessing goods, services and facilities
2. Reducing barriers to persons with a disability obtaining and maintaining employment
3. Promoting inclusion and participation of persons with a disability
4. Achieving tangible changes in attitudes and practices which discriminate against people with a disability

OUTCOME ONE: REDUCING BARRIERS TO PEOPLE WITH A DISABILITY ACCESSING HPV'S SERVICES & FACILITIES

Method	Performance measure	Timeframe	Responsibility	Action	Progress
Facilitate a physical access audit, recording the accessibility of HPV's office facilities and review toward making any recommendations for accessibility improvements as required.	Report to the Board any feasible recommendations for physical accessibility improvements actioned if required as an outcome of the access audit.	December 2015	Human Resources Manager	Conduct an access audit assessment utilising building and facility services to ensure compliance with the Disability Act. Implement any remedial actions as required.	Complete
Review the accessibility of the HPV website specifically to determine its compatibility with reasonable access standards	HPV website access improvements investigations included in present review.	Annually in June of each year as part of this DAP.	Communications Manager	Testing against W3C Web Content Accessibility Guidelines Version 2 (WCAG2), Level AA. Action plan developed for accessibility compliance. Implement actions as required.	Website testing provider completed audit and HPV actioning findings by December 2015.
Bring existing documentation and	All publications and documents	Annually in	Communications	Utilise audit findings to establish	Review of sample

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Method	Performance measure	Timeframe	Responsibility	Action	Progress
publications into alignment with current disability standards in regards to access	accessible by all users.	June of each year as part of this DAP.	Manager	annual program of adjustments required to bring existing documentation into line with Australian standards. Explore use of accessible publication tagline on all printed documentation.	of 10 documents covered by scope completed. HPV Guidelines on Accessible Formats being developed – to be completed by December 2015.
Ensure regional forums and external meetings hosted by HPV are fully accessible.	HPV briefings are accessible to stakeholders with a disability.	Continuing	Communications Manager	Undertake regular communications to HPV employees and contractors in regards to accommodating persons with disabilities at HPV facilities, including ensuring most accessible options are selected for all public forums and any special requirements are accommodated to the best of HPV's ability. Explore update to communication policies/procedures in relation to hosting meetings with people with a disability.	Complete as this is incorporated within templates supporting forums, training etc.

OUTCOME TWO: REDUCING BARRIERS TO PEOPLE WITH A DISABILITY OBTAINING AND MAINTAINING EMPLOYMENT WITH HPV

Method	Performance Measure	Timeframe	Responsibility	Action	Progress
Ensure recruitment activities are inclusive of people with disability.	Increased numbers of applicants with disability are considered for positions within HPV.	Recruitment procedure reviewed by June 2015 Consult with Office for Disability by December 2015 regarding opportunities for eligible applicants with a disability	Human Resources Manager	Work actively with Office for Disability to provide opportunities for eligible applicants with a disability.	Recruitment processes reviewed and amendments made to HPV206 Recruitment Procedure to account for positive discrimination where appropriate for people with a disability.
Examine requirement for introduction of a reasonable adjustment policy	People with a disability are given the appropriate support and modifications to work at HPV	Annually in June of each year as part of this DAP.		Pre-existing Injury Procedure in place and compliant with reasonable adjustment policy. Ergonomic Assessments completed for all employees and reviewed on an annual basis.	Complete. Pre-existing injury and disease declaration reviewed and procedure incorporated in HPV104 Occupational Health & Safety Policy and Procedure
Review current recruitment	HPV is regarded as not having	June 2015		Recruitment Procedure updated	Complete

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Method	Performance Measure	Timeframe	Responsibility	Action	Progress
policies and practices to assess HPV's continuing accessibility to persons with a disability.	any barriers to attracting or retaining current or potential employees with a disability.			to highlight accessibility and to incorporate reasonable adjustment policy. Pre-existing Injury Procedure updated.	Complete
Ensure effective implementation of adaptable and flexible work practices as required by the Fair Work Act 2009	Required flexible work practices are not seen as a barrier to retain existing or attract potential employees with a disability.	Annually in June of each year as part of this DAP.		Flexible Working Arrangement Policy developed. Line Manager and Employee training on FWA arrangements conducted. Register of FWA arrangements reviewed at Executive level.	Complete Complete Complete
All processes, protocols and policy related to people working with a disability have been updated.	Provision of education in equal employment and anti-discrimination policy and legislation and ensure all engaged in the recruitment process are aware of such prior to interviewing.	Continuing		Diversity and Workplace Respect Policy and Procedure developed. Line Manager and Employee Training on Diversity and Workplace Respect.	Complete
All relevant recruiting staff have an understanding of equal employment and anti-discrimination policy and legislation. Review of recruitment advertising to ensure people with a disability feel welcome to apply.	HPV's position literature to be reflective of commitment to employees with a disability.	Continuing		Recruitment Procedure updated to ensure accessibility. The enhancement of HPV's Recruitment, Attraction and Retention strategies including methods to reduce barriers to people with a disability; particularly in regards to the recruitment and retention of people with a disability at HPV.	Complete Review of recruitment advertising by December 2015

OUTCOME THREE: PROMOTING INCLUSION AND PARTICIPATION IN THE COMMUNITY OF PERSONS WITH A DISABILITY

Method	Performance measure	Timeframe	Responsibility	Action	Progress
Promote the Disability Action Plan to staff and provide public access on the HPV website.	Develop a DAP Communication strategy to promote resources (access checklist for meetings) and increase awareness to internal and external stakeholders. The DAP appears on the staff intranet and access to others via the website	August 2015	Human Resources Manager	Upload finalised DAP to website Register the finalised HPV disability action plan with Office of Disability and Australian Human Rights Commission	Complete
Review inclusion of disability access clause in future HPV Enterprise Agreements	Review conducted	March 2017	Human Resources Manager	Ensure all legislative requirements are met in new document. Included in current Enterprise Agreement register of matters for review.	Complete. On schedule of proposes amendments to Enterprise Agreement for March 207 review.

OUTCOME FOUR: ACHIEVING ORGANISATIONAL CULTURAL CHANGE IN ATTITUDES AND PRACTICES WHICH DISCRIMINATE AGAINST PEOPLE WITH A DISABILITY

Method	Performance measure	Timeframe	Responsibility	Action	Progress
As per Outcome Two: Reducing barriers to people with a disability obtaining and maintaining employment with HPV	Those responsible for recruitment process will demonstrate an understanding, and where appropriate, apply reasonable adjustment	Continuing	Human Resources Manager	Learning and Development Strategy development in progress which will include Management training on best practice recruitment including methods to reduce barriers to people with a disability.	Training to be developed by December 2015
Promote best practice and positive attitudes to diversity including disability in all employee forums and develop disability awareness amongst HPV employees	Awareness improvement amongst all employees. Employees to respond appropriately to people with a disability. For example, by, guiding people to facilities, providing information in accessible forms.	Continuing	Human Resources Manager	<p>Promote the finalised DAP at HPV Team Meeting and seek employee input and endorsement to the DAP.</p> <p>Incorporate disability awareness within existing Diversity and Workplace Respect training.</p> <p>Diversity and Workplace Respect Policy developed.</p> <p>Complaints Policy and Procedure developed.</p> <p>Line Manager and Employee Training on Diversity and Workplace Respect.</p>	<p>Completed July Team Meeting after Board noting</p> <p>September 2015</p> <p>Complete</p> <p>Complete</p> <p>September 2015</p>