



**DIRECTOR OF PUBLIC PROSECUTIONS**

for WESTERN AUSTRALIA

# **Disability Access and Inclusion Plan 2014–2019**

**This plan is available upon request in alternative formats such as large print, electronic format (disk or emailed), audio or Braille.**

## Message from the Director of Public Prosecutions

Currently it is estimated that 4.2 million Australians have a disability, representing 18.5% of the population<sup>1</sup>. People with disability face many challenges in accessing services, facilities and information and participating in community life. Having accessible and inclusive services, facilities and information, people with disability are able to lead lives of greater independence and participation and have choice in our community.

In accordance with the *Disability Services Act 1993* public sector organisations are required to have a Disability Access and Inclusion Plan (DAIP) to ensure that they make their services, facilities and information accessible for people with disability. I am pleased that the Office of the Director of Public Prosecutions (ODPP) has always endeavoured to ensure that people with disability who may come into contact with the ODPP during the course of criminal prosecutions receive the same level of information or services as all members of the community receive. In that sense while producing this DAIP is a statutory obligation, it reflects what we have always strived to achieve.

In the initial DAIP (2007-2012) the ODPP made a commitment to facilitate the inclusion of people with disability through the improvement of access to its information, services and facilities. This objective continues with a renewed commitment to the plan and the introduction of new initiatives.

I encourage all ODPP employees to accept responsibility for achieving the outcomes identified in this Plan.

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<sup>1</sup> Australian Bureau of Statistics survey of Disability Aging and Carers 2012

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# Organisation Profile

The Office of the Director of Public Prosecutions (ODPP) is a Western Australian Public Sector government agency. It conducts prosecutions independently of the Government and reports to Parliament through the Attorney General. It is a critical participant in the administration of justice within Western Australia, providing a fair and just criminal prosecution service.

The ODPP's core work is the prosecution of serious criminal offences in the Supreme and District Courts. It also manages indictable matters in the Magistrates Court, and undertakes prosecutions in the Children's Court. It brings and conducts appeals, secures extraditions and brings forfeiture proceedings under the *Criminal Property Confiscations Act 2000*.

## **OUR MISSION**

To provide the people of Western Australia with a fair and just criminal prosecution service.

## **OUR VISION**

To provide the highest quality prosecution service for the people of Western Australia.

## **OUR VALUES**

The ODPP is committed to the following core values in order to achieve its vision:

Justice

Integrity

Excellence

Independence

Respect

Leadership

Accountability

Although, the mission of the ODPP *is to provide the people of Western Australia with an independent and effective criminal prosecution service, which is both fair and just*, due to the nature of the ODPP's business it does not have extensive contact with the public and is not a service that is generally accessed by the public.

The ODPP's primary contact with individual members of the public arises if they are drawn into the criminal justice system as the victim of a crime or as a witness to a serious crime. The ODPP's contact with these members of the public as victims of crime or witnesses will generally only be for the duration of the prosecution case, with contact predominantly occurring at the ODPP's premises at International House and/or at court buildings in Perth or in major regional centres.

# Planning for better access

It is a requirement of the *Disability Services Act 1993* (the Act) that all local government and selected State Government agencies develop and implement a Disability Access and Inclusion Plan (DAIP). A DAIP must address seven outcome areas that improve access and inclusion to services and events, buildings and facilities, access to information, quality of services, complaints and consultation processes for people with disability.

Other legislation underpinning access and inclusion includes:

- *WA Equal Opportunity Act 1984*
- *Commonwealth Disability Discrimination Act 1993*
- *United Nations Convention on the Rights of Persons with Disabilities*

## ODPP commitment to access and inclusion

The ODPP is committed to continually improving access and inclusion for people with disability, their families and carers.

The ODPP's aim is to provide an accessible and inclusive Office in which its functions, facilities and services (both in-house and contracted) are open, available and accessible to people with disability, providing them with the same opportunities, rights and responsibilities enjoyed by all other people in the community.

The ODPP is also committed to working in partnership with community groups and other public authorities to facilitate the inclusion of people with disability through improved access to its information, services and facilities.

This DAIP provides a framework for the identification of areas where access and inclusion can be improved within the ODPP.

The Act prescribes that the DAIP includes the following seven outcomes:

1. People with disability have the same opportunities as other people to access the services of, and any events organised by, the ODPP.
2. People with disability have the same opportunities as other people to access the buildings and other facilities of the ODPP.
3. People with disability receive information from the ODPP in a format that will enable them to access the information as readily as other people are able to access it.
4. People with disability receive the same level and quality of service from the ODPP's staff as other people receive.
5. People with disability have the same opportunities as other people to make complaints to the ODPP.
6. People with disability have the same opportunities as other people to participate in any public consultation with the ODPP.
7. People with disability have the same opportunities as other people regarding employment practices (recruitment and retention) with the ODPP.

## Achievements of the DAIP 2007/2012

In 2007 the ODPP developed its first DAIP which delivered a number of achievements, including:

- Regular and structured reviews of the ODPP's buildings and facilities.
- Increased accessibility to buildings and facilities, including being the catalyst to the installation of a lift in the Perth Children's Court to benefit all court users, including victims of crime and witnesses involved in ODPP prosecutions.
- Significantly increased staff awareness of disability issues through the delivery of twice yearly Disability Awareness Workshops.
- Providing access to information in a number of formats, upon request.

In addition to the original six main Outcomes required by the Act the ODPP also promoted equality in employment practices through the *ODPP's Workforce and Diversity Plan (2012 - 2017)*.

# Development of the Disability Access and Inclusion Plan 2014–2019

## Review and consultation process

As required under the Act, in 2014, the ODPP reviewed its *DAIP 2007–2012* and developed this new five year DAIP to guide further improvements to access and inclusion.

The review process included:

- close inspection of the facilities of the ODPP’s main office at International House, as well as its allocated facilities at the District Court and the Perth Children’s Court;
- examination of the 2007–2012 DAIP;
- review of recent annual reports, strategic documents and significant program evaluations; and
- consideration of good practice in other comparable organisations.

The DAIP consultation comprised a call for feedback on areas where the ODPP could improve access and inclusion by:

- an advertisement in *The West Australian* newspaper; and
- an advertisement on the home page of the ODPP’s web site inviting feedback.

These advertisements did not prompt any feedback or ideas from the general public, disability organisations or advocates. Given the very specialist role of the ODPP in the criminal justice system and the factors described at page 4 of this Plan, this lack of feedback is not surprising and perhaps reflects that the ODPP is appropriately meeting the needs of people with disability.

## Strategies to improve access and inclusion

This DAIP is effective for five years from October 2014 to September 2019. Within the seven outcome areas, strategies are identified where there is a potential for improved access and inclusion. The broad strategies provide flexibility to respond to emerging access and inclusion needs.

The strategies are outlined in full on pages 9 -11 and will be used for the duration of this DAIP.

# Implementation of the DAIP

## Responsibility for Implementation

It is a requirement of the Act that public authorities take all practical measures to ensure the DAIP is implemented by all staff, agents and contractors.

Although the implementation of the DAIP is the responsibility of all areas of the ODPP, the Director Corporate Services has the overall delegated responsibility for ensuring the ODPP DAIP is implemented.

## Communication of the DAIP

This DAIP will be communicated via:

- The ODPP internet and intranet sites.
- An internal newsflash advising all ODPP staff of the existence of the DAIP and where they can access it.
- A copy sent to the Disability Services Commission.
- A notice in *The West Australian* newspaper
- Inclusion in the induction program for all new ODPP staff members and staff returning from long term leave or secondment.
- Presentation at in-house Disability Awareness Workshops.

## DAIP reviewing and reporting

This DAIP will be reviewed at least after five years, in accordance with the minimum review requirements set out in the *Disability Services Act 1993*.

The ODPP will annually review progress in implementing the initiatives.

The ODPP will follow the requirements of the Act for minimum reporting requirements by:

- monitoring initiatives undertaken in the implementation plans;
- reporting annually to the ODPP's Corporate Executive on progress in implementing initiatives;
- reporting annually to the Disability Services Commission on progress in implementing strategies, progress made by agents and contractors and strategies used to inform agents and contractors of its DAIP; and
- reporting on progress of the DAIP in the ODPP's Annual Report for each financial year.

# Disability Access and Inclusion Plan Strategies 2014-2019

**Outcome 1: People with disability have the same opportunities as other people to access the services of, and any events by, the ODPP.**

STRATEGY	TIMELINE
Ensure events organised by the ODPP are compliant with the <i>State Government Access Guidelines for Information Services and Facilities</i> . This will be achieved by completing the <i>Accessible Events Checklist</i> prior to any events to ensure that there are no barriers to people with a disability.	Ongoing, and prior to each specific event.
Ensure agents and contractors of the ODPP are aware of and comply with the ODPP DAIP.	Ongoing
Continue to align the strategies of the DAIP outcomes with other ODPP corporate plans and documents e.g. Workforce Diversity Plan and Customer Service Charter.	Ongoing, with disability issues being addressed on the review of each Plan.

**Outcome 2: People with disability have the same opportunities as other people to access the buildings and other facilities of the ODPP.**

STRATEGY	TIMELINE
Ensure that all leased ODPP premises and facilities comply with access requirements.	Ongoing. Annual reviews to be conducted.
In conjunction with OHS inspections, conduct monthly inspections of ODPP premises and facilities to specifically identify disability issues and continue to inform Building Management of issues affecting access that are within their area of responsibility.	Monthly throughout the life of this Plan.
Investigate the viability of the use of audio loop for the ODPP Reception area and interview rooms.	2014/2015

**Outcome 3: People with disability receive information from the ODPP in a format that will enable them to access the information as readily as other people are able to access it.**

STRATEGY	TIMELINE
Review all relevant policies and procedures to ensure all ODPP staff, agents and contractors are aware of how to obtain or make available corporate information in other formats.	2014/2015
Continue to ensure ODPP publications are readily available and accessible in alternative formats upon request.	Ongoing

Continue the current practice of facilitating the use of interpreters and technology, when required, to improve the availability and quality of communication with people with disability who are involved with the ODPP as victims of crime or witnesses.	Ongoing
Review and update the ODPP website to ensure that there are clear instructions on how people with disability can access information in alternative formats and can access interpreters.	2014/2015
Continue to regularly review and where necessary revise ODPP publications and correspondence with victims and witnesses to ensure the language is clear, concise and is produced in an appropriate format.	Ongoing
Investigate the means of improving signage for people with disability at ODPP facilities.	2014/2015

**Outcome 4: People with disability receive the same level and quality of service from the staff of the ODPP as other people receive.**

<b>STRATEGY</b>	<b>TIMELINE</b>
Continue to deliver Disability Awareness workshops to staff.	Twice yearly
Continue to promote awareness of identifying victims and witnesses of crime who may have a disability to ensure they receive the same level and quality of service from the ODPP staff as other people receive.	Ongoing
Continue to inform new and returning staff of disability and access issues.	Ongoing
Regular review and where necessary, revise policies and procedures to ensure that the quality of services for people with disability are of high standard.	Ongoing

**Outcome 5: People with disability have the same opportunities as other people to make complaints to the ODPP.**

<b>STRATEGY</b>	<b>TIMELINE</b>
Ensure that information on complaints procedures continue to be available in flexible accessible formats upon request.	Ongoing

**Outcome 6: People with disability have the same opportunities as other people to participate in any public consultation by the ODPP.**

<b>STRATEGY</b>	<b>TIMELINE</b>
Promote the 2014-2019 DAIP to staff and the community on the ODPP intranet and website.	2014/2015

**Outcome 7: People with disability have the same opportunities as other people regarding employment practices (recruitment and retention practices) with the ODPP.**

<b>STRATEGY</b>	<b>TIMELINE</b>
Implement strategies from the ODPP Workforce & Diversity Plan 2012-2017.	2014/2015 and each successive year.
Partner the National Disability Recruitment Coordinator (NDRC) to work towards building a more inclusive environment and promote employment and retention of people with disability across the ODPP.	Initial contact and development of strategies to occur in 2014/2015.