



Our Disability Inclusion Plan 2022–2025

An Easy Read guide



ndis

[ndis.gov.au](https://www.ndis.gov.au)

How to use this guide



The National Disability Insurance Agency (NDIA) wrote this guide. When you see the word 'we', it means the NDIA.



We wrote this guide in an easy to read way.

We use pictures to explain some ideas.

Bold

We have written some words in **bold**.

Not bold

This means the letters are thicker and darker.



We explain what these words mean.

There is a list of these words on page 31.



This Easy Read guide is a summary of another plan.

This means it only includes the important ideas.



You can find the other plan on our website.

www.ndis.gov.au/about-us/careers-ndia/inclusion-and-diversity



You can ask for help to read this guide.
A friend, family member or support person
may be able to help you.



We recognise Aboriginal and Torres Strait
Islander peoples as the traditional owners
of our land – Australia.

They were the first people to protect and care for the:



- lands



- rivers



- seas.

What's in this guide?

Why do we need a Disability Inclusion Plan?	5
Our workplace in 2022	8
Who did we talk to?	11
Our principles	17
Our key areas	19
1. Making our workplace accessible	20
2. Hiring and supporting staff with disability	22
3. Making our workplace inclusive	24
Making sure our Plan works well	27
More information	29
Word list	31

Why do we need a Disability Inclusion Plan?



Participants are people with disability who take part in the NDIS.

We want to make a difference in the lives of our participants.



And our staff with disability are a key part of this.



We want our **workplace** to support and value our staff with disability.



A workplace is any place you might work, such as:

- an office
- at home.



We must make our workplace **inclusive**.

When a workplace is inclusive, everyone feels:

- included
- like they belong.



We must also make our workplace **accessible**.

When a workplace is accessible, everyone can:

- find and use services and information
- move around.



We have done a lot of work to make our workplace accessible and inclusive.



But we know we can make our workplace better.



We have an Inclusion and Diversity Framework.

This plan explains how we will make our workplace inclusive for all staff.



Our Disability Inclusion Plan is part of this.

It will help us make our workplace accessible and inclusive for people with disability.

In this document we call it our Plan.

Our Plan also works with other plans from:



- the NDIA



- the Australian Government.

Our workplace in 2022



4.4 million people in Australia have a disability.



And 53% of them work or have a job.



At the NDIA, 17% of our staff have a disability.



And 12% of our leaders have a disability.



We want to have even more people with disability work for us in the future.

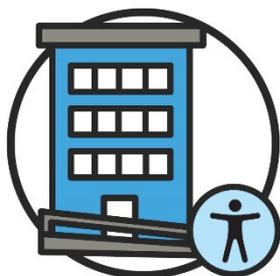
What have we already done?



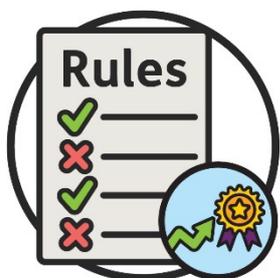
Over the last 4 years, we have done a lot to make our workplaces more accessible and inclusive.



And we want to keep focusing on making our workplace accessible and inclusive.



Our offices are accessible.



We also follow rules about how to make buildings accessible.

But we want to go above these rules.

We have a team that helps make our technology accessible.



They support our staff who work:

- in our offices
- at home.



We have shared information and training for all staff and leaders.

This training will help them be more inclusive.



We started the **Employee Disability Network (EDN)**.

The EDN is a way for our staff with disability to work together to make our workplace more accessible and inclusive.



Now 260 of our staff are part of the EDN.



We also created 3 areas to help us make our workplace more accessible and inclusive.

Who did we talk to?



We worked with lots of different people to make our Plan.



We worked with staff and leaders from different areas of the NDIA.



We worked with people with disability from the:

- EDN
- Australian Network on Disability.

We also worked with our SES Disability Champion.



Her name is Donna Purcell.

Donna:

- works for the NDIA as a leader
- has a disability.



We asked our staff to share their experiences in a survey.

They told us what we:

- do well now
- need to do better.



1,357 staff answered our survey.

This included staff with disability.



We used information from other reports to help us understand problems people with disability face in their workplace.

What they told us



Our staff told us we all need to work together to share information in different ways.

And we all need to write clearly so our documents are easy to read and understand.



They also said we need focus on making our workplace accessible.



This includes our technology and computer systems.

This also includes **assistive technology**.



Assistive technology might be:

- an aid or piece of equipment
- a system to use.



It can make it easier to do things.

It can also keep you safe.



And this also includes workplace **adjustments**.

When something in your workplace changes so it's more accessible for you, we call it an adjustment.



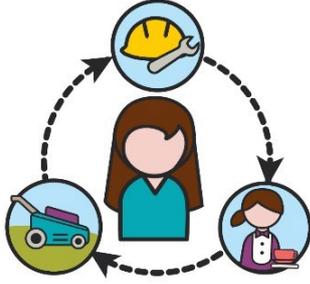
Adjustments can include:

- someone to support you
- doing things in a new way.



Our staff also told us it can be hard to grow your **career** in some parts of the NDIA.

Your career is the path you take in the area of work you choose.



During your life, you can change your:

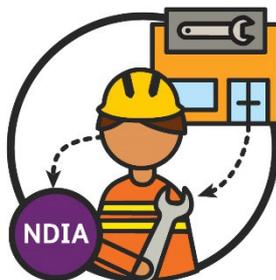
- career
- job.



Our new staff shared their experience when we hired them.



Our staff also told us about things we could do better, including supporting our **labour hire workers**.



Our labour hire workers do work for the NDIA, but they are hired by another company.



Our staff also told us about day-to-day problems they have.



They told us it's hard to find time to take part in the EDN.



And they told us some staff don't know what the EDN does.



Our staff also told us some staff assume things about disability instead of asking staff with disability what they need.

Our principles



Our **principles** are important ideas we want to focus on.



They will help us make sure our workplace is accessible and inclusive.



We want to be an employer of choice.

This means people with disability want to work for the NDIA because they know our workplace is inclusive.



We want the way we work to support all the different people who work for the NDIA.

This includes the:

- rules we follow
- equipment and technology we use.



We want our staff to focus on making our workplace inclusive.

And we want to celebrate the different people who work for the NDIA.



We also want our staff to take care of their:

- health
- wellbeing.

This includes:



- taking care of their body and mind



- having a balance between life and work.

Our key areas



We have 3 key areas we want to work on.

They will help us focus on our principles.



1. Making our workplace accessible



2. Hiring and supporting staff with disability



3. Making our workplace inclusive



Each key area explains:

- goals we must work towards
- what we will do to work towards our goals.

We talk more about each key area on the following pages.

1. Making our workplace accessible



Our staff told us we need to focus on making our workplace more accessible.

We want to work with our staff to achieve this.



Our staff told us we need to set up a clear way to support staff with disability.



They also told us we need to keep supporting our staff and leaders to learn more about being accessible.



Our staff also want us to set up an Accessibility Champion Network.

They would share good examples of accessible workplaces.

This can help us make our workplace more accessible.



Our staff also want us to work with them to test our technology.

This will help us make sure they are accessible.

What will we do?



We will share a plan that explains:

- where our staff can find information about being accessible
- new things we will do to make our workplace more accessible.



We will work with our staff to:

- help us make our technology accessible
- design and test them.



We will share a guide that explains:

- accessibility rules we must follow
- how to make sure our technology is accessible.



We will set up a working group for our staff who use assistive technology.

They can help us learn more about how assistive technology can work in our workplace.



We will also share a guide to help our staff and leaders understand workplace adjustments.

2. Hiring and supporting staff with disability

Our staff told us we need to support our staff with disability to:



- grow their careers
- work towards their work goals.



We want our staff to have the right support and skills to work towards their work goals.



Our staff told us we should focus on:

- hiring people with disability
- supporting them to do well at the NDIA.

Our staff want a **mentoring** program to help them grow their careers.



Mentoring is when someone with experience guides you so you can:

- learn something new
- do it well on your own.



We want to offer people with a disability more chances to work as labour hire workers.

What will we do?



We will set up a way to:

- hire more people with disability
- support them to do well at the NDIA.



We will work out what makes it harder for people with disability to:

- apply to work for the NDIA
- grow their careers with us.



We will work with our staff to set up a mentoring program.



We want staff with disability to:

- run the program
- take part in the program.



We will work with labour hire organisations that focus on hiring people with disability.

3. Making our workplace inclusive



Our staff told us we need to make our workplace more inclusive.



We want to work with our staff to achieve this.



Our staff want us to better support them to take part in:

- EDN meetings
- disability inclusion projects.



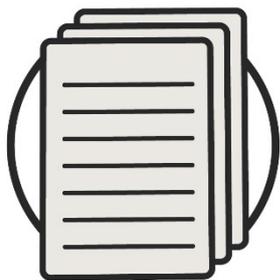
They also want all our staff and leaders to know what the EDN does.



We work with other organisations to support our participants.

We want to work with these organisations to share the best ways to be inclusive.

What will we do?



We have a document called 'NDIA Employees with Disability: Our commitment to you 2021-23'.



Our EDN will check the goals in this document.

They will update it so it works with the goals in this Plan.



We will give staff on the EDN more time to take part in EDN projects.



And we will share information about the EDN with our staff.

This will help more staff with disability know about the EDN.



Our SES Disability Champion will run listening sessions with staff to hear their ideas.

She will also look at our survey.



She will use these ideas to understand the best ways for our workplace to be inclusive.

We will work with our:



- National Contact Centre
- Partners in the Community.

They work with participants.



We will make a plan with them to share information with all our staff.

This will help us have an inclusive workforce.

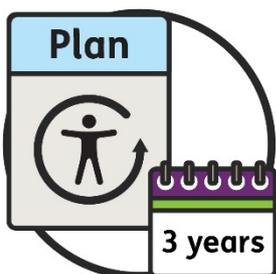
We will update our training for our staff.



It will focus on understanding:

- disability
- how our workplace is accessible
- workplace adjustments.

Making sure our Plan works well



Our Plan will last for 3 years.



It will help us work out how we made our workplace more accessible and inclusive.



We will check our Plan to make sure it works well.



We will share what we find out with our staff.



We will share how we are working towards our goals in this Plan.



Each year we will check how many:

- people with disability we hire
- staff with disability are taking part in the EDN.



We will also ask our staff to fill out a survey each year.

This survey will help us know:



- how happy our staff are at work



- if our staff think we are working towards our goals.

More information



You can contact us if you want:

- more information about this Plan
- a different format of this Plan.

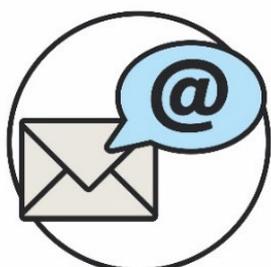


You can also contact us if you have any ideas about this Plan.

This includes things we:



- are doing well
- need to do better.



You can email the Culture and Inclusion team.

cultureandinclusion@ndis.gov.au

Support to talk to us

If you speak a language other than English,
you can call:



Translating and Interpreting Service (TIS)

131 450

If you have a speech or hearing impairment,
you can call:



TTY

1800 555 677



Speak and Listen

1800 555 727



National Relay Service

133 677

www.relayservice.gov.au

Word list

This list explains what the **bold** words in this document mean.



Accessible

When a workplace is accessible, everyone can:

- find and use services and information
- move around.

Adjustments

When something in your workplace changes so it's more accessible for you, we call it an adjustment.



Adjustments can include:

- someone to support you
- doing things in a new way.

Assistive technology

Assistive technology might be:

- an aid or piece of equipment
- a system to use.



It can make it easier to do things.

It can also keep you safe.



Career

Your career is the path you take in the area of work you choose.

During your life, you can change your:

- career
- job.



Employee Disability Network (EDN)

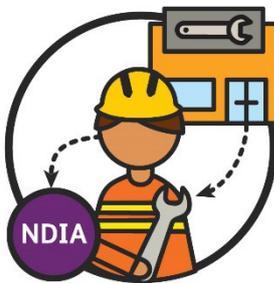
The EDN is a way for our staff with disability to work together to make our workplace more accessible and inclusive.



Inclusive

When a workplace is inclusive, everyone feels:

- included
- like they belong.



Labour hire workers

Our labour hire workers do work for the NDIA, but they are hired by another company.

Mentoring

Mentoring is when someone with experience guides you so you can:



- learn something new
- do it well on your own.



Participants

Participants are people with disability who take part in the NDIS.



Principles

Our principles are important ideas we want to focus on.



Workplace

A workplace is any place you might work, such as:

- an office
- at home.



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