

COURTS ADMINISTRATION AUTHORITY DISABILITY ACCESS AND INCLUSION PLAN

2020-2024



COURTS ADMINISTRATION
AUTHORITY
www.courts.sa.gov.au

Courts Administration Authority (CAA)

Disability Access and Inclusion Plan 2020-2024

Statement from Executive Management Team

Justice is available to all persons in South Australia regardless of their status, including those living with a disability.

The CAA is committed to:

- providing court facilities and processes that are socially inclusive
- growing a more diverse workforce including recruitment and retention of employees and volunteers living with a disability

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Contact Details

This Disability Access and Inclusion Plan (DAIP) is available on the **Courts Administration Authority's** website www.courts.sa.gov.au If you require a copy in an alternative format, (such as Easy Read, large font, electronic format (disk or emailed), audio or wish to provide feedback on this document please contact **CourtSA Registry Services on (08) 82042444** or via email at enquiry@courts.sa.gov.au

About Courts Administration Authority (CAA) of South Australia

The Courts Administration Authority (CAA) is constituted by the *Courts Administration Act 1993 (SA)*. It is independent of the legislative and executive arms of government and is the means by which the judiciary of the State controls the administration of courts through which judicial power is exercised.

As an independent body, the CAA provides administrative facilities and services for the proper administration of justice by the participating Courts of the State across multiple jurisdictions and ensures access to justice is delivered to the South Australian community in a fair and efficient manner.

Participating Courts are: Supreme Court; District Court; Environment, Resources and Development Court; Magistrates Court; Youth Court, and Coroners Court.

Supporting Branches are: CourtSA Registry Services; Sheriff's Office; Court Transcription Services; Information Technology; Facilities; Finance; Human Resources; Library Services; Media and Communications; and Electronic Court Management System Project Team.

Staff profile

The number of staff identifying as having a disability is 11 as of 30th June 2020.

This Disability Access and Inclusion Plan 2020–2024 is a further extension of the Inclusive SA: State Disability Inclusion Plan 2019–2023.

The CAA acknowledges its responsibility to implement the required actions contained within its Courts Administration Authority Disability Action and Inclusion Plan 2020–2024.

The CAA aims to be a workforce which values the individual and group differences in its workforce and will establish a Disability Inclusion Reference Group with primary responsibility for working in partnership with Registry and Corporate Services, with a focus to develop, review and extend policies and strategies affecting equity and diversity in employment, training and development, with respect to all CAA staff. The Disability Inclusion Reference Group will have clear strategic deliverables aligned with the CAA Strategic Plan with a direct reporting line to the Executive Management Team (EMT).

Strategic Context

The *Disability Inclusion Act 2018 (SA)* requires State authorities to prepare and publish their own Disability Access and Inclusion Plans (DAIP) by 31 October 2020. A DAIP must consider the State Disability Inclusion Plan 2019–2023, *Inclusive SA*, and set out the measures that the State authority intends to review or put in place to ensure people with a disability can access the supports and services it provides. Development of the DAIP has been guided by the principles set out in the *National Disability Strategy 2010–2020* and the *United Nations Convention on the Rights of Persons with Disabilities*.

Our vision

The CAA Disability Access and Inclusion Plan (DAIP) meets the changing needs of the courts and the community and provides participating courts and all court users with services and facilities that support the proper administration of justice; and builds on the achievements of previous Disability Action Plans. The CAA DAIP has been developed in consultation with judiciary, employees, members of the community and disability organisations.

Actions

The **Courts Administration Authority's** Disability Access and Inclusion Plan is structured around the themes and priority areas of the *Inclusive SA: State Disability Inclusion Plan 2019–2023*.

1: Inclusive communities for all

Social inclusion is a priority for people living with disability as it affects all aspects of their lives. It is our aim that the contributions and rights of people living with disability are valued and understood by all South Australians and that their rights are promoted, upheld and protected. We also want to ensure that people living with disability are supported to advocate for their own rights.

Priority 1: Involvement in the community

Priority 2: Improving community understanding and awareness

Priority 3: Promoting the rights of people living with disability

Action	State Plan Priority #	Responsibility	Timeframe	Measurable Target
1 Establish a Disability Inclusion Reference Group (DIRG) to meet twice a year to inform CAA around the rights and needs of people with a disability. Membership to be representative of persons with a disability.	1	Principal Registrar Higher Courts (Lead) Chief Information Officer Facilities ED Corporate Services	By end Dec 2020	Meet twice a year

Action	State Plan Priority #	Responsibility	Timeframe	Measurable Target
2 Raise staff awareness of promoting the rights of persons with disability with days of significance.	2	DIRG to advise on days of relevance / days to promote. To include in yearly calendar.	Commence by June 2021	The Weekly Brief Amicus Curiae
3 Include a diversity statement on job advertisements encouraging applicants with a disability to apply.	3	Human Resource Operations	June 2021	A statement on job advertisements
4 Examine potential barriers to people with a disability applying for jobs in the CAA and design inclusive practices to overcome.	3	Principal Registrar Higher Courts through the DIRG	June 2021	Training for selection panels – completed by Chair, and two thirds of each panel have completed within the last three years
5 Selection panel training to include unconscious bias and discrimination.	3	Human Resource Operations	Start 2021	Training commenced
6 Develop simplified bail process to accompany the agreement. (i.e. visual aid for persons with a reading difficulty)	3	Principal Registrar Magistrates Court	July 2021	Process

2: Leadership and collaboration

People living with disability want to have a greater role in leading and contributing to government and community decision-making. It is our aim that the perspectives of people living with disability are actively sought and that they are supported to participate meaningfully in government and community consultation and engagement activities.

Priority 4: Participation in decision-making

Priority 5: Leadership and raising profile

Priority 6: Engagement and consultation

Action	State Plan Priority #	Responsibility	Timeframe	Measurable Target
1 Establish a Disability Inclusion Reference Group to meet twice yearly to inform CAA around the needs of people with disability. Membership to be representative of persons with disability.	4	Principal Registrar Higher Courts (Lead) Chief Information Officer Facilities ED Corporate Services	By end Dec 2020	Report to Council
2 Where consultations are undertaken by CAA, representatives from disability support groups will be specifically invited.	5	Disability Inclusion Reference Group	By end Dec 2020	Terms of Reference established

3: Accessible communities

The accessibility of the built environment, quality services and information is key to ensuring people living with disability are included and have the opportunity to equally participate in all aspects of community life. It is our aim to increase accessibility to public and community infrastructure, transport, services, information, sport and recreation and the greater community.

Priority 7: Universal Design across South Australia

Priority 8: Accessible and available information

Priority 9: Access to services

Action	State Plan Priority #	Responsibility	Timeframe	Measurable Target
1 Improve access for people living with disability in the redevelopment of the Sir Samuel Way and Supreme Court buildings.	7	ED Corporate Services	TO DO	Disability access improvements achieved
2 Strategic Asset Management Plan to include Disability assessment, including universal design features.	8	ED Corporate Services	Dec 2020	Strategic Asset Management Plan reviewed by DIRG
3 Universal design features will be included in the Higher Courts Master Plan requirements.	9	ED Corporate Services	June 2021	DIRG report to the State Courts Administrator
4 Review disability access and facility signage in SSWB.	9	ED Corporate Services	June 2021	Signage updated in Supreme Court complex and Sir Samuel Way building
5 Ensure individual staff needs for workplace modifications are undertaken.	8	ED Corporate Services	Ongoing	Number undertaken each year reported to EMT

4: Learning and employment

Workforce participation is fundamental to social inclusion. It provides economic independence and choice, social connections and friendships, value, identity and belonging. It is our aim that people living with disability have access to inclusive places of study and that education and training provides pathways to meaningful and inclusive employment and volunteering opportunities.

Priority 10: Better supports within educational and training settings

Priority 11: Skill development through volunteering and support in navigating the pathway between learning and earning

Priority 12: Improved access to employment opportunities and better support within workplaces

Action	State Plan Priority #	Responsibility	Timeframe	Measurable Target
1 Establish a Disability Inclusion Reference Group to meet twice yearly to inform CAA around the needs of people with disability. Membership to be representative of persons with disability.	10	Principal Registrar HC (Lead) Chief Information Officer Facilities ED Corporate Services	By end Dec 2020	Report to Council
2 Ensure disability awareness is included in all staff induction.	10	Human Resource Operations	By end Dec 2020	Staff induction module Staff induction checklist
3 Review policies and procedures to enhance opportunities for people with a disability to engage as volunteers.	11	Human Resource Operations	June 2021	Policy or procedure

Disability access and inclusion plan development

Consultation

As required under regulation 9(4) of the *Disability Inclusion Regulations 2019* (SA), the CAA will report annually on consultation undertaken and improvements to its Disability Access and Inclusion Plan.

Consultation will be undertaken through release of this Draft Disability Access and Inclusion Plan on the CAA website, including a call for public submissions. Feedback will be considered by the Disability Inclusion Reference Group with consolidation for inclusion in the State report by 31 October 2020.

Consultation on this draft plan and other relevant documentation will occur with the following stakeholders:

- State Courts Administration Council
- CAA Executive Management Team
- Divisional Executive Directors
- CAA Organisational Leadership Group
- People employed by CAA who have identified as living with a disability

Relationship to other policies, strategies, frameworks

The CAA DAIP aligns with the CAA Strategic Plan, and internal policies and procedures. The current CAA Strategic Plan 'Towards 2020' will be reviewed and updated during 2020/21. This process will include review of CAA existing policies, procedures and planning mechanisms to ensure that alignment to this DAIP is consistent. (For example, strategic, business plans).

Examples of previous achievements

Disability plans, induction, training and awareness have been established within CAA and the Justice sector for several years. It is intended that the establishment of a Disability Inclusion Reference Group, along with recent infrastructure upgrades and the shift to a digital court will consolidate and build upon previous achievements.

Implementation process

The DAIP will be implemented by:

- the CAA Executive Management Team (under the direction of the State Courts Administration Council).
- disability access and inclusion will be included as a regular item on the Executive Management Team meeting agendas
- convening a Disability Inclusion Reference Group, which will liaise with internal and external stakeholders and networks.
- publication on the CAA internet website
- review of the CAA Strategic Plan to incorporate goals and outcomes associated with the DAIP

- review of CAA policies, procedures, practices to ensure the needs of people living with disability have been addressed
- positive promotion of the CAA's DAIP, with a focus on raising awareness and changing misconceptions.

Acknowledgments

This Draft Disability Access and Inclusion Plan has been prepared by the CAA's Executive Management Team and will be updated following consultation and advice from the CAA Disability Inclusion Reference Group.

Glossary and Definitions

Amicus Curiae: Quarterly CAA Internal Newsletter

CAA Executive Management Team (EMT): is responsible to the State Courts Administration Council (Council) through the State Courts Administrator and is responsible for the day-to-day leadership of the Courts Administration Authority (CAA) to ensure that strategic, financial and operational decisions are made in the best interests of the CAA and the Council. It provides an integral link between the participating courts by encouraging consistency in the areas of process and administration where appropriate.

CAA Organisational Leadership Group: CAA Managers network supporting EMT

Council: see State Courts Administration Council

Divisional Executive Directors: Directors and Registrars of CAA services. Also EMT members.

ED Corporate Services: Executive Director, Corporate Services leads the Corporate Services Division which manages services that provide support to the CAA and the courts.

Facilities: Facilities Management Section.

Higher Courts Master Plan: Supreme and District Court redevelopment.

State Courts Administrator: is the Council's Chief Executive and is subject to control and direction by the Council. The Administrator is responsible to the Council for the control and management of the Council's staff and the management of Council's property.

State Courts Administration Council: is established by the *Courts Administration Act 1993*, (CA Act), as a statutory authority independent of executive government control. The Courts Administration Authority (CAA) is the collective term for the Council, the State Courts Administrator (Administrator), and staff of the Council. The Council is responsible for the provision of the administrative facilities and services necessary for participating courts and their staff to properly carry out their judicial and administrative functions.

Strategic Asset Management Plan: The Strategic Vision and Plan for the CBD, metro and regions.

The Weekly Brief: Weekly information newsletter.