



Australian Government
Bureau of Meteorology

Bureau of Meteorology **Disability Strategy and Action Plan**

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2015 to 2020

Our vision

To embed in the Bureau’s culture an inclusive approach to accessing Bureau premises, careers, information, products and services.

Our strategy

The Bureau’s Disability Strategy and Action Plan 2015 to 2020 outlines our approach to ensuring universality of information and services to all people. The plan supports the **[National Disability Strategy 2015 to 2020](#)**—a national framework to improve the lives of Australians with disability, their families and carers.

The strategy outlines a plan of action that we will undertake to:

- promote an inclusive and supportive work environment that values diversity and provides fair and equitable access to Bureau career opportunities, information and services to our current and potential employees; and
- develop our delivery channels to maximise accessibility to information and services to the community.

This strategy outlines our commitment to identifying actions, processes and practices that remove barriers to:

- access to information, products and services delivered by the Bureau; and
- access to employment, career development, Bureau premises and facilities.

A key aspect of our strategy is a commitment to regularly review our actions to measure our performance to improve accessibility and support people with disability.

Our process and resources

This Disability Strategy and Action Plan has been developed in consultation with the Bureau Disability Working Group, comprising Bureau employees who are committed to improving inclusion, diversity and accessibility.

The working group is chaired by the Bureau’s Disability Champion, who is currently the Deputy Director Corporate Services.

In developing, implementing and reviewing our Disability Strategy and Action Plan, we consulted widely with Bureau employees and external stakeholders including relevant advisory and disability groups.

Our Disability Strategy and Action Plan will be lodged with the Australian Human Rights Commission.

Monitoring our progress

The progress of the Disability Strategy and Action Plan will be reported biannually to the Bureau Executive Leadership Team, and a report published annually on the Bureau website.

Our objectives

The disability strategy comprises four key objectives that aim to promote inclusion, diversity and accessibility for people with disability and carers:

1. harnessing resources and implementing policies and processes that promote an inclusive, diverse and supportive work culture;
2. ensuring Bureau premises, facilities and the work environment are accessible;
3. removing barriers to career opportunities and career development; and
4. providing accessible information, products and services.

To achieve these objectives, action items have been outlined in the following action plan. The plan details specific actions under each objective, timeframes, performance measures and who is responsible.

1. Harnessing resources and implementing policies and processes that promote an inclusive, diverse and supportive work culture

Aim	Action	Lead responsibility	Timeline	Performance measure
<p>1.1 Monitor and review disability action plan progress.</p>	<p>1.1.1 Publish progress outcomes on Bureau website annually and report biannually to Bureau Executive Leadership Team.</p>	<p>Bureau Disability Working Group</p>	<p>Ongoing June and December, commencing December 2015</p>	<p>Workplace diversity outcomes reported in Bureau of Meteorology Annual report. Biannual reports published on the intranet with sign-off from Executive Leadership Team.</p>
	<p>1.1.2 Deliver information sessions and circulate information to employees to promote the Bureau Disability Strategy.</p>	<p>Talent Management Strategies section</p>	<p>Ongoing biannually June and November</p>	<p>Increased awareness of the Bureau’s Disability Strategy via information circulated biannually to all employees.</p>
<p>1.2 Promote and celebrate the inclusion of people with disability.</p>	<p>1.2.1 Host annual events to promote disability awareness.</p>	<p>Disability Working Group; Talent Management Strategies section</p>	<p>Ongoing</p>	<p>Employees have increased awareness and access to the events.</p>
	<p>1.2.2 Regularly feature disability articles in newsletters and communications.</p>	<p>Disability Working Group</p>	<p>Quarterly</p>	<p>Increased awareness of the inclusion of people with disability via articles published in the Bureau Corporate newsletter, staff notices and intranet.</p>

Aim	Action	Lead responsibility	Timeline	Performance measure
<p>1.3 To better understand the diversity of the Bureau’s workforce.</p>	<p>1.3.1 Conduct annual employee survey to better understand our workforce and seek feedback on current practices and accessibility.</p>	<p>Talent Management Strategies section</p>	<p>Ongoing September</p>	<p>Survey conducted and results relating to accessibility reported to the Disability Working Group to review and implement actions as required.</p>
	<p>1.3.2 Promote an annual human resources data update week for employees to share information and encourage self-reporting on disability.</p>	<p>Talent Management Strategies section</p>	<p>Ongoing September</p>	<p>Data update event held, and an increase in employees sharing their information.</p>
	<p>1.3.3 Track workplace metrics by capturing workplace diversity metrics, recruitment, retention and turnover rates.</p>	<p>Talent Management Strategies section</p>	<p>Ongoing June and December</p>	<p>A process is in place to track and report on diversity metrics throughout the employment life cycle.</p> <p>An analysis of the metrics is included in the Disability Strategy review and monitoring process.</p>

Aim	Action	Lead responsibility	Timeline	Performance measure
1.4. Accessibility is considered in procurement decisions	1.4.1 Support promotion of Australian Government accessibility guidelines relating to procurement.	Procurement Advisory Team	Ongoing from December 2015	Australian Government guidelines relating to procurement accessibility published and promoted to staff.
	1.4.2 Ensure that all IT systems incorporate accessibility requirements in design and are tested prior to release.	Information Systems and Services Division	Ongoing	IT services and products comply with Australian Government accessibility guidelines and Digital Service Standard.
1.5 There is an active voice for employees with disability, and those interested in access and inclusion, within the Bureau.	1.5.1 Create and promote an accessible online community for employees to discuss and engage with disability topics and issues.	Disability Working Group	June 2015	There is an active online forum where employees regularly discuss disability topics and issues.
1.6. Increase Disability Awareness across the Bureau.	1.6.1 Develop an annual training agenda to deliver information on disability specific topics.	Staff Development and Training	December 2015	Four disability related information sessions (per year) promoted and well attended by employees.
	1.6.2 Develop and deliver a training module which promotes disability awareness.	Staff Development and Training	June 2016	All employees have completed the Disability Awareness training module.

2. Ensuring Bureau premises, facilities and the work environment are accessible

Aim	Action	Lead responsibility	Timeline	Performance measure
<p>2.1 Premises are barrier-free and hazard-free to people with disability.</p>	<p>2.1.1 Complete an accessibility audit on all Bureau premises.</p>	Corporate Real Estate	December 2017	An accessibility framework is followed for Bureau premises and office design that meets accessibility requirements of our employees and visitors.
	<p>2.1.2 From the audit, develop a plan with clear time frames of when and how the identified barriers will be resolved.</p>	Corporate Real Estate	Ongoing	Plan developed and actions progressed.
	<p>2.1.3 Develop a checklist/process to ensure all new buildings or refurbished spaces are compliant with National Standards, and accessible to people with disability.</p>	Corporate Real Estate	July 2015	Checklist and process developed.
	<p>2.1.4 Develop an accessibility checklist when arranging internal and external events, training and other activities.</p>	Communication section; Staff Development and Training	From September 2015	Checklist in place and used for all internal and external events. Bureau events are accessible.

Aim	Action	Lead responsibility	Timeline	Performance measure
<p>2.2 Ensure emergency procedures support accessibility and the needs of people with disability.</p>	<p>2.2.1 Review procedures annually to ensure they support people with disability and allow for personal emergency evacuation plans.</p>	<p>Corporate Real Estate</p>	<p>Ongoing, annually, preferably after an evacuation.</p>	<p>All employees made aware of personal emergency evacuation plans during the induction process. All existing personal emergency evacuation plans reviewed to ensure they meet the needs of individuals.</p>

3. Removing barriers to career opportunities and career development for people with disability

Aim	Action	Lead responsibility	Timeline	Performance measure
<p>3.1 Principles of reasonable adjustment and flexible working arrangements are promoted and applied in the workplace.</p>	<p>3.1.1 Develop and promote a reasonable adjustment policy and process and publish it on the Bureau intranet.</p>	<p>People Services section</p>	<p>September 2015</p>	<p>Reasonable Adjustment Policy is published, promoted and accessible to all employees and policy information included in annual disability awareness training.</p>
	<p>3.1.2 During onboarding processes, provide employees with information on reasonable adjustment and support employee's to identify reasonable adjustment requirements.</p>	<p>People Services section</p>	<p>September 2015</p>	<p>Onboarding documents capture reasonable adjustment requirements. Corporate Inductions provide information on the policy and the process to obtain assistance.</p>
<p>3.2 Managers and employees are provided with a contact point to gain guidance and support on reasonable adjustments and disability-related matters.</p>	<p>3.2.1 Establish disability contact points in Bureau offices to guide and advise managers and employees on access and inclusion matters, including workplace adjustments.</p>	<p>Talent Management Strategies section; People Services section</p>	<p>December 2015</p>	<p>Employees are aware of Bureau disability contact points and how to contact them.</p>

Aim	Action	Lead responsibility	Timeline	Performance measure
<p>3.3 Ensure recruitment and selection processes are barrier-free.</p>	<p>3.3.1 Complete a recruitment and selection review to identify unintended barriers and ensure reasonable adjustments are embedded in the recruitment process.</p>	<p>People Services section</p>	<p>September 2015</p>	<p>Gaps are identified and a plan is incorporated into the Disability Strategy to remove the barriers.</p>
	<p>3.3.2 Develop a process to provide alternate accessible formats for all recruitment and career information, including job advertisements and application forms.</p>	<p>People Services section</p>	<p>June 2015</p>	<p>The new process has been tested and alternate formats are available.</p>
	<p>3.3.3 Ensure that all employees involved in selection panels are aware of anti-discrimination legislation, reasonable adjustment principles and unconscious bias.</p>	<p>People Services section</p>	<p>Ongoing from June 2015</p>	<p>Hiring managers and selection panels have completed the Bureau online staff selection training module.</p>
<p>3.4 Policies and programmes are in place to retain employees with disability.</p>	<p>3.4.1 Develop and integrate programmes and processes for people requiring career changes due to a change in health and medical condition. These may include job redesign, return to work and career transition programmes.</p>	<p>People Services section</p>	<p>Ongoing</p>	<p>Employees are aware of the policy and programmes available if requiring career change due to a change in health.</p> <p>Participation rates in the programmes is recorded and reported to the Disability Working Group.</p>

Aim	Action	Lead responsibility	Timeline	Performance measure
3.5 Increase employment opportunities for people with disability across the Bureau.	3.5.1 Establish links with providers to promote career opportunities and attract talent.	Talent Management Strategies section; People Services section	January 2016	Relationships built with a provider and an agreed framework is in place, with roles identified and opportunities available.
	3.5.2 Investigate talent attraction and retention strategies such as internships, traineeships and mentoring schemes for people with disability and develop an implementation plan.	People Services section; Talent Management Strategies section; Staff Development and Training	January 2017	Strategies have been reviewed and a model has been created.
3.6 Training and development programmes are accessible to all employees.	3.6.1 Review accessibility and ensure WCAG conformance of all current and future online, blended and face-to-face training and development programmes.	Bureau of Meteorology Training Centre	January 2017	Training adheres to WCAG standards. Training participants with disability have provided feedback on the access of courses.
	3.6.2 Develop a process for participants to request reasonable adjustments to training.	Bureau of Meteorology Training Centre	September 2016	Enrolment process implemented to capture and action reasonable adjustment requests from participants.
	3.6.3 Accessibility needs for employees with disability are considered in the design of current and new training programmes.	Bureau of Meteorology Training Centre	June 2016	Employees with disability have been asked for feedback on the access of courses.

4. Providing accessible information, products and services

Aim	Action	Lead responsibility	Timeline	Performance measure
<p>4.1 Bureau’s website and intranet is barrier-free to people with disability.</p>	<p>4.1.1 Establish a WCAG conformance working group, undertake an audit and develop a prioritised action plan to conform with WCAG 2.0 (Level AA).</p>	<p>Information Systems and Services Division</p>	<p>May 2016</p>	<p>Biannual accessibility test of Bureau intranet and external website completed. Audit undertaken and improvement to WCAG conformance reported.</p>
	<p>4.1.2 Review desktop applications to ensure they meet accessibility requirements.</p>	<p>Information Systems and Services Division</p>	<p>May 2016</p>	<p>Desktop applications should conform with accessibility requirements of Bureau staff.</p>
	<p>4.1.3 Include closed caption and transcripts in all Bureau video productions.</p>	<p>Communication section</p>	<p>Ongoing</p>	<p>Regular checks ensure all videos have closed caption and transcripts</p>
<p>4.2 All Bureau information and services are accessible, and feedback mechanisms are available.</p>	<p>4.2.1 Ensure that the Bureau has an accessible complaints and feedback process.</p>	<p>Digital Data Delivery</p>	<p>December 2015</p>	<p>Feedback/complaints process published on the Bureau intranet and external website.</p> <p>Feedback on accessibility issues are responded to in a timely manner.</p>
	<p>4.2.2. Review and respond to feedback and complaints relating to accessibility of services.</p>	<p>Digital Data Delivery</p>	<p>Ongoing December 2015</p>	<p>Accessibility of services feedback and complaints metrics are reported in the monitoring process for the Disability Action Plan.</p>

Aim	Action	Lead responsibility	Timeline	Performance measure
	4.2.3 Implement a process for the community to request reasonable adjustments to services, including the provision of information in alternate formats.	Digital Data Delivery; Talent Management Strategies section	December 2015	The process is in place and requested adjustments have been made by in a timely manner.
	4.2.4 Develop accessibility guidelines for employees producing information and publishing content.	Digital Data Delivery	August 2015	Guidelines developed and distributed to staff. Annual random checks to ensure consistency and use of guidelines.
	4.2.5 Provide accessibility training for employees responsible for developing and publishing Bureau information, including web, print and multimedia content for internal and external audiences.	Staff Development and Training; Digital Data Delivery	From August 2015	All employees working on web, print, information and multimedia have been trained.
	4.2.6 Update the Bureau's Style Guide and Publishing Policy to promote accessibility and ensure future internal and external publications are made available in alternative, accessible formats.	Communication section	From August 2015	Guide and policy updated and alternative formats of internal and external publications are made available from this date.

Aim	Action	Lead responsibility	Timeline	Performance measure
<p>4.3 Bureau employees are aware and confident of the National Relay Service</p>	<p>4.3.1 Work with National Relay Service (NRS) to achieve confidence and awareness. This may include training of employees and updating information on the Bureau website.</p>	<p>Talent Management Strategies section and relevant Bureau client service areas.</p>	<p>December 2015</p>	<p>Information and training rolled out with assistance from the NRS.</p>

Contact details, feedback and support

This Disability Strategy and Action Plan is available on the Bureau of Meteorology website: www.bom.gov.au

If you have questions or feedback relating to the Disability Strategy and Action Plan, or require this document in an alternative format contact:

Email: ampd@bom.gov.au

Phone: (03) 9669 4599 or (03) 9669 4160

Contact the National Relay Service

Phone: 133677 (TTY/voicecalls); 1300 555 727 (speak and listen)

Write: Bureau of Meteorology
Talent Management Strategies section
700 Collins Street
Docklands Vic. 3008

Appendices

Disability definition and relevant legislation

The ***Commonwealth Disability Discrimination Act 1992*** defines ***disability***, in relation to a person, as:

- a. total or partial loss of the person's bodily or mental functions;
- b. total or partial loss of a part of the body;
- c. the presence in the body of organisms causing disease or illness;
- d. the presence in the body of organisms capable of causing disease or illness;
- e. the malfunction, malformation or disfigurement of a part of the person's body;
- f. a disorder or malfunction that results in the person learning differently from a person without the disorder or malfunction; or
- g. a disorder, illness or disease that affects a person's thought processes, perception of reality, emotions or judgment or that results in disturbed behaviour;

and includes a disability that:

- h. presently exists;
- i. previously existed but no longer exists;
- j. may exist in the future (including because of a genetic predisposition to that disability); or
- k. is imputed to a person.

The act makes it unlawful to discriminate against a person because of their disability and this includes relatives, friends and carers of people with a disability.

The *Disability Discrimination Act 1992* makes it against the law to discriminate against someone if they have a disability in the following areas:

- employment;
- education;
- access to premises used by the public;
- provision of goods, services and facilities;
- accommodation;
- buying land;
- activities of clubs and associations;
- sport; or
- administration of Commonwealth Government laws and programmes.

United Nations convention of the rights of persons with disability (2008)

Ratified in July 2008, the convention affirms that all human rights apply to people with disability, and aims to promote awareness of the capabilities of people with disability and combat prejudices. Countries that have signed the convention commit to implementing policies, laws and administrative measures to promote and secure the rights of people with disability and abolish processes and practises that constitute discrimination.

Personal Emergency Evacuation Plan definition

An individualised emergency plan designed for an occupant with a disability who may need assistance during an emergency.

Reasonable adjustment definition

A reasonable adjustment is a change to a work process, practise, procedure or environment that enables an employee with disability to perform their job on the same footing as an employee without a disability.

