

















Department of the Premier and Cabinet and Public Service Commission

DEPARTMENT OF THE PREMIER AND CABINET AND PUBLIC SERVICE COMMISSION

DISABILITY SERVICE PLAN PROGRESS REPORT - 1 JULY 2018 TO 30 JUNE 2019 (YEAR 2)

WHOLE-OF-GOVERNMENT ACTIONS (As detailed in All Abilities Queensland - Queensland Government Actions)

Action All Abilities Queensland commitments for 2017-2020	Action success measure How we know we have completed these actions and activities	Products/Activities Outline agency-specific products or activities to support this action (for the period 1 July 2018 to 30 June 2019)	Progress/Achievements What we did in the period 1 July 2018 to 30 June 2019 to ensure success measures are addressed	Status For the period 1 July 2018 to 30 June 2019, is the action completed or still underway
Support national communication strategies and activities to promote the <i>National Disability Strategy 2010–2020</i> (AAQ whole-of-government, DCDSS lead).	Queensland participates and contributes to national communication strategies and activities	Work with the Department of Communities, Disability Services and Seniors (DCDSS) to ensure promotional materials and campaign strategies are best practice.	The Government Advertising and Communication Committee, coordinated and chaired by DPC, have an ongoing commitment to ensure advertising campaigns support diversity and inclusion and people with disability. The secretariat of the committee reviews campaigns and make recommendations to ensure promotional materials and campaign strategies are best practice.	Ongoing
		Deliver whole-of-government managed social media campaigns and sub-campaigns as appropriate for the NDS via: • Queensland Government Facebook • Queensland Government YouTube • Queensland Government Instagram.	DPC communicated the consultation details for the National Disability Strategy beyond 2020. There have been no further requests for public facing campaign support during the reporting period.	Ongoing
		Conduct internal NDS-related communication via internal online platforms i.e. for Disability Action Week and for other DCDSS developed material.	DPC supported DCDSS by sharing information regarding the National Disability Strategy stakeholder consultation through our internal communication channels in April 2019. DPC and PSC continue to promote information about disability and our role in driving a more inclusive workforce and community.	Complete – ongoing
		Deliver external communications and media campaigns that support diversity and inclusion and people with disability.	In late 2018, PSC released the disability knowledge centre which was promoted through a range of internal and external channels, including LinkedIn. Since its release, the Australian Network on Disability (AND) has completed an independent review of the knowledge centre and made recommendations to improve inclusive language and accessibility.	Complete – ongoing
Queensland Government Ministers act as champions with business, industry and organisational partners within their portfolio to raise awareness of disability and build partnerships and opportunities (AAQ whole-of-government, DCDSS lead).	Information pack provided to Ministers to support development of partnerships	N/A	N/A	N/A
Investigate and develop options to provide disability awareness training to Queensland Government frontline staff and to incorporate disability awareness training into Queensland Government induction programs (AAQ whole-of-government, DCDSS lead).	 Disability awareness training program developed and piloted with DCDSS staff and in DCDSS induction programs Explore options for disability awareness training to be progressively rolled out to staff of other Queensland Government departments and induction programs 	Provide training and development programs to build a culture that supports inclusive workplace practices including: • respectful workplace behaviours • unconscious bias • reasonable adjustment • recruitment and selection • mental health.	Both DPC and PSC continued to provide training and development programs to support inclusive workplace practices. In addition to a range of online programs, DPC had 369 staff attend Respectful Workplace Behaviours, 49 staff attend mental health training and 5 staff attend unconscious bias training during the period.	Complete – ongoing





















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			Mindfulness, mental health and suicide awareness were a focus within DPC during May and were supported by a range of activities and communication, including: • Wear White at Work Day • Plate of Inspiration event with Mental Health Commissioner, Ivan Frkovic which focussed on mental health in the workplace and was attended by 35 employees.	
			At the PSC, Mental Health Week was heavily promoted through a range of resources and activities promoting emotional wellbeing.	
			To support capability development across the sector and build a culture that supports inclusive workplace practices, PSC revised the <i>Disabling the barriers to employment in the Qld public sector implementation plan 2019-20.</i>	
		Investigate options to incorporate disability awareness training into DPC and PSC induction programs (following rollout of DCDSS pilot program)	DPC has made available the whole of government disability awareness training, developed by the DCDSS. It is available via DPC's learning management system. The program is not currently included in DPCs induction package as completions cannot be tracked accurately. The package is not available to DPC for direct upload to our learning management system. DPC is investigating options for how the program can form part of our mandatory training suite.	Underway
			PSC are also investigating options to include the program in induction, however continue to provide staff access to a range of online programs. This includes ethical decision-making and code of conduct.	
		Investigate options to develop whole-of-sector induction resources.	The disability knowledge centre, developed by PSC, is available on the 'Forgov' website and provides resources and information to build capability across the sector.	Complete – BAU
Encourage Local Governments, non-government organisations and businesses to develop disability access and inclusion plans and use processes to engage with people with disability in the design and delivery of services (AAQ whole-of-government, DCDSS lead).	 Letters sent to all Local Governments and key non-government stakeholders Information to support Local Governments, non-government organisations and businesses to develop plans provided on dedicated website 	N/A	N/A	N/A
Access for people with disability is improved by considering the needs of people with disability when buildings and venues used by the Queensland Government are refurbished or leases renewed and where possible in choosing venues for Queensland	Guidance provided to staff about how to choose an accessible venue for an event or meeting	Ensure DPC and PSC buildings and events are accessible wherever possible.	Accessibility of events remained a focus for both DPC and PSC. Attendees are asked to provide accessibility requirements at the point of registration. Where an attendee identifies a requirement, alternate arrangements are made to ensure they can fully participate.	Complete – BAU





















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Government run events and meetings (AAQ whole-of-government, DCDSS lead).		Select venues for agency organised events on the basis of accessibility and suitable facilities for people with disability and their carers.	DPC and PSC continued to select event venues that were accessible.	Complete – BAU
		Respond to any identified needs for event participants and guests.	Attendees and guests who identified as having access needs were provided with appropriate support. During the period, this included: • easily accessible seating for people with mobility requirements, • provision of accessible parking for a guest speaker • provision of a seat for a guest speaker with a disability to present from rather than standing at a lectern.	Complete – BAU
		Provide specialised support services (e.g. AUSLAN signers, companion card and similar support programs) as required.	The agencies provide specialised support services as required to ensure all people have equitable access to events. AUSLAN signing services have now been implemented for all bi-monthly Think Talks sessions, a whole-of-government communications officers event coordinated by DPC.	Underway
		Respond to identified physical asset modifications on a case-by-case basis.	DPC continued to consider the needs of our employees and make improvements to facilities and services. During the period we: • programmed the building access card for a DPC blind staff member to have the same dedicated lift called each time. • enhanced a PWD toilet, including the installation of audio notifications to advise if the toilet door was locked and unlocked.	Ongoing – BAU
Government services and funded non-government services provide access to language, translating and communication services (AAQ whole-of-government, Department of Local Government, Racing and Multicultural Affairs (DLGRMA) lead).	Language, translating and communication services are available to Queenslanders with disability when accessing Queensland Government provided and funded services	N/A	N/A	N/A
Work towards ensuring all Queensland Government information is accessible and provided in multiple formats (AAQ whole-of-government, DCDSS lead).	 All new key Queensland Government information/materials are provided in accessible formats Existing content progressively reviewed and updated 	Ensure all new agency information is available and published in accessible formats and can be converted using common assistive technologies. Regularly review existing materials and update content to ensure accessibility in multiple formats.	All new online and most existing DPC documents are published in accessible formats (HTML) for screen readers and other assistive technologies. Website users can request documentation in an alternate or specialised format. PSC completed a visual identity rebrand, including lived experience testing to ensure accessibility and usability. Formats were adjusted based on feedback received. Policies, strategies, frameworks and other documents with a sector-wide reach are also being reviewed.	Complete – BAU





















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Government policies require Queensland Government websites to meet contemporary Australian Web Content Accessibility Guidelines. Work continues to be undertaken to provide transcripts and/or captions are available for newly created time-based media (i.e. pre-recorded video/audio) (AAQ whole-of-government, DHPW support).	 All new key website content is accessible and complies with guidelines Increase in the number of government websites that meet guidelines 	Review key documentation and website content to ensure compliance with Queensland Government Enterprise Architecture Standard 26 and accessibility standards.	All DPC and PSC websites and online applications (except for a small number of legacy systems which will be phased out) are compliant with the Queensland Government Enterprise Architecture Information Standard 26.	Complete – BAU
			DPC implemented BrowseAloud digital accessibility software on the Queensland legislation website. The app assists with speech, reading and translation, facilitating access and participation for people with dyslexia, low literacy, English as a second language, and those with low vision.	
		Ensure that all videos compiled and published by the agency on social media are accompanied by text transcripts and closed captions, where practical.	All videos published online were accompanied by text transcripts. Closed captions are also used for some videos.	Complete – BAU
		Support government initiatives with new and redeveloped websites in accordance with best practice, websites policy (IS26) compliance and accessibility standards.	DPC ensures all websites meet best practice standards and policies.	Complete – BAU
Promote uptake of the Companion Card Program by businesses, including Queensland Government venues and events (AAQ whole-of-government, DCDSS lead).	Number of businesses, offering the Companion Card Scheme	N/A	N/A	N/A
Work towards ensuring all Queensland Government legislation, policies and programs are consistent with national commitments under international conventions, consider the needs or interests of people with disability and carers and promote and uphold the human rights of people with disability (AAQ whole-of-government, DCDSS lead).	New Queensland Government legislation, policies and programs demonstrate they have considered the needs of people with disability and carers in development and implementation	Ensure all Queensland Government policy and legislation considers the needs and interests of people with disability and upholds the human rights of people with disability.	DPC continued to consider the needs and interests of Queensland's diverse community in the development of policy and legislation through the introduction of the Disability Services and Other Legislation (NDIS) Amendment Bill 2019, which was introduced into Parliament on 28 March 2019. Funding for disability related actions and programs has been provided under the Advance Queensland grant initiative, a pool	Underway
			of \$175 million to tackle today's problems, drive innovation and grasp tomorrow's opportunities.	
		Influence federal policy, legislation and programs to consider the needs and interests of people with disability.	DPC will undertake a review of the Queensland Legislation Handbook in 2019/2020 to consider introducing processes that require an assessment of potentially discriminatory provisions.	Underway
Implement strategies to reach the Queensland Government target that, by 2022, eight per cent of the Queensland Public Sector workforce will be people with disability, across attraction, recruitment, retention and career progression and development, for example flexible	The proportion of people with disability employed in the Queensland Public Sector workforce increases towards eight per cent by 2022	DPC will work collaboratively with the PSC and other Queensland Government agencies to identify strategies to increase employment opportunities for people with disability.	DPC continued to work with the PSC to minimise barriers to employment for people with disability. This included implementation of the JobAccess recommendations and changes to Springboard to promote diversity of applicants.	Ongoing – BAU
work practices and inclusion of people with disability in the government employer brand (AAQ whole-of-government, Public Service Commission (PSC) lead).			PSC and DPC also participated in the launch of a sector-wide Inclusion and Diversity community of practice.	





















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	activities	(for the period 1 July 2018 to 30 June 2019)	success measures are addressed	30 June 2019, is the action completed or still underway
			PSC are collaborating with HPW to include suppliers of workers	
			with disability in the contingent workforce standing offer arrangement (SOA).	
			anangement (SOA).	
		Continue to embed flexibility, inclusiveness and diversity in all		Ongoing – BAU
		human resource processes with a focus on recruitment, selection and capability development.	Both DPC and PSC continued to provide training and development programs to support inclusive workplace	
		Selection and capability development.	practices. In addition to a range of online programs, DPC had	
			369 staff attend Respectful Workplace Behaviours, 49 staff	
			attend mental health training and 5 staff attend unconscious	
			bias training during the period. A suite of training for panel members and chairs is currently being developed to embed	
			inclusive recruitment practices and processes. DPC HRS met	
			with all panel chairs throughout recruitment processes to	
			provide advice on fair and transparent recruitment processes and decision making. This included conversations that actively	
			challenged assumptions and perceptions in recruitment and	
			selection decisions.	
			PSC, with the assistance of DPC, partnered with Queensland	
			Shared Services to explore inclusive enhancement options	
			specific to the Smart Jobs and Careers website and the	
			Springboard recruitment platform. This included: • accessibility issues with applying for a government	
			role	
			people requiring assistance for the interview (e.g. part	
			of application)use of inclusive language on the job platforms	
			 inclusion of a rationale for requesting disclosure 	
			ongoing accessibility (adjustment)	
			PSC are arranging meetings with QSS to discuss next steps as well as service delivery changes to enhance the recruitment	
		Disseminate all vacancies through the JobAccess vacancy	process within their systems.	Ongoing – BAU
		distribution service.		
			DPC advertised 31 job vacancies through the JobAccess	
			vacancy service which were then distributed to national	
		Refresh and deliver relevant and targeted training and awareness programs. (As established in year 1)	disability employment services. PSC also referred vacancies	Ongoing – BAU
		awareness programs. (As established ill year 1)	through JobAccess during the period.	
			Both DPC and PSC continued to provide training and	
			development programs to support inclusive workplace	
			practices. In addition to a range of online programs, DPC had	
			369 staff attend Respectful Workplace Behaviours, 49 staff attend mental health training and 5 staff attend unconscious	
			bias training during the period. All training is evaluated and	
			reviewed on a regular basis to ensure we provide staff with the	





















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		Establish mechanisms to track the number of candidates shortlisted for vacancies who identify as people with disability.	most up-to-date and relevant information. DPC also delivered a whole-of-government Speakers series event with activist for disability inclusion, Angel Dixon. During the period, PSC and DPC collaborated with other agencies to commence planning for Disability Action Week (15-22 September 2019) activities. DPC and PSC investigated options for how candidate diversity could be tracked. While DPC and PSC receive monthly reporting on candidate diversity for vacancies advertised on the Smart Jobs and Careers website, due to privacy and limitations, no follow up data is available through Springboard. The reports are not available at time of shortlisting and are deidentified and not traceable to particular applicants. Therefore, DPC relies on applicants to voluntarily re-identify at the shortlisting/interview stage of the recruitment process. DPC shares the data, once received, with panel chairs for their information and will continue to explore ways in which we can use the information. We continue to analyse data to see what roles attract individuals that identify as having a disability so we can shape our recruitment strategies. We have reinforced our commitment statement in vacancy announcements and ensure we use inclusive language to attract individuals identify as having a disability.	Ongoing
		Ensure all recruitment processes including the whole-of-government Policy Futures Graduate Program are modified to: • minimise barriers for people with disability • establish and implement targeted recruitment activities for people with disability • ensure candidates with a disability and their specific needs are identified at point of application • ensure appropriate reasonable adjustment processes are implemented throughout all stages of the selection process • target advertising to attract people with disability through specialist providers, universities and websites • modify role descriptions to incorporate statements supporting diversity and inclusion and support services available to candidates upon request.	The Policy Futures Graduate team continued to make changes to minimise the barriers for people with disability applying for the program. During the period this included: • working with a blind graduate on documenting lessons learnt during the 2019 recruitment, selection and onboarding processes. The report identifies barriers that arose during these processes and outlines ways to minimise the barriers, including reasonable adjustments made. This report covers key areas including IT requirements, Learning and Development and interactions with JobAccess. Findings have been shared internally and will be shared with other Graduate Coordinators across government and the PSC for publishing on the knowledge centre. • working with training providers to ensure training materials including PowerPoint presentations, workbooks and resources were accessible to all graduates. All future training providers involved in the	Complete – BAU





















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	activities	Review the effectiveness and success of the diversity champions and allies. (As established in year 1)	program will be required to provide accessible training materials as a condition of engagement. • a review of the Policy Futures Graduate website to reflect our status as an inclusive employer along with additional information encouraging candidates to identify any adjustments they require during the recruitment process. • commencement of a program brand refresh to better promote the diversity of the program. The DSP Working Group members continued to be champions and allies within both agencies. The working group met quarterly to discuss progress with DSP actions, and other disability awareness initiatives and programs. DPC has	30 June 2019, is the action completed or still underway Underway
		Promote campaigns and share personal stories that raise awareness of people with disability through internal communication channels including Yammer, From Dave's Desk and Newsflash.	commenced an informal review of the group's meetings and functions with a view to building capability of members. Throughout the reporting period DPC continued to promote campaigns and share personal stories to raise awareness of people with disability. This included: • Plate of inspiration event with Amanda Acutt and Louise O'Neill. The event focussed on the lived experience of people with disability and the introduction of the Disabling the Barriers paper by PSC. • PSC and DPC hosted a combined afternoon tea to celebrate International Day of People with Disability (3 December 2018)	Complete – BAU
			 sharing employee stories and experiences through All Voices initiative International Guide Dog Day – visit from Guide Dogs Queensland with trainee guide dogs promotion of the knowledge centre Global Accessibility Awareness Day in May which highlighted the many tools available in DPC to enable digital accessibility for employees, and the considerations of our web team when building public-facing websites. DPC continued to encourage staff to update their diversity	
		Leverage Diversity Data Week and other awareness activities to encourage employees to check and update their diversity information.	 information. During the period we: developed a new diversity and inclusion page on our intranet. This includes a 'Why you count' section on EEO data and instructions on how to update EEO data 	Complete – BAU





















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			 in Aurion. This page is shared regularly as a resource as part of our comms relating to D&I key dates, activities and events and is included on our online induction portal. followed up staff who had not completed their diversity information in Aurion. According to Queensland Shared Services reports, 379 staff had submitted a response, 70 staff had not responded, and 21 staff had declined to respond to their diversity information (as at April 2019). This reporting indicates, that, as at March 2019, EEO data shows 1.65% of DPC employees identify as having a disability. Working for Queensland data shows 5.1% of DPC employees identify as having a disability. 	
Promote information, resources and examples of the benefits to businesses of employing people with disability, the assistance available, how to make recruitment and employment process more accessible to improve opportunities for people with disability to participate in employment (AAQ whole-of-government, DCDSS lead).	Information, resources and good practice case studies uploaded to the dedicated website	Actively support DCDSS, PSC and other agency lead initiatives/ campaigns to support the employment of people with disability.	DPC continued to support and promote initiatives led by DCDSS and the PSC, this included sharing and promoting resources from across the sector to support the employment of people with disability. DPC also developed a lessons learned document which will be shared across government to support the employment of people with disability.	Complete – ongoing
		Share stories that promote a culture that recognises and values differences in the workplace.	We continued to share the diverse stories and experiences of our workforce through All Voices staff profiles, which is published regularly on the DPC intranet and promoted through all staff communication channels. During the reporting period DPC have published two all voices profiles of employees with lived experience of disability.	Complete – ongoing
Work with the National Disability Insurance Agency to provide a smooth transition to the National Disability Insurance Scheme (AAQ whole-of-government, DCDSS lead).	All existing eligible clients transition and access services through the NDIS by 30 June 2019	Continue to work with other jurisdictions and Queensland Government agencies to shape NDIS policy during the transition and implementation of the full scheme.	DPC worked with Queensland, Commonwealth and other State and Territory agencies to resolve mainstream interface and demand issues relating to the NDIS, and to ensure the necessary quality and safeguard arrangements were in place from 1 July 2019. DPC worked with Queensland Treasury and DCDSS to secure a full scheme agreement with the Commonwealth.	Underway
		Continue to work with other jurisdictions and Queensland Government agencies to shape policy and outcomes for all people with disability as committed in the NDS.	DPC worked with DCDSS, the Commonwealth, states and territories to develop a disability strategy for beyond 2020 and review the NDS.	Underway
Promote inclusion of people with disability on State Government boards, steering committees and advisory bodies to foster 'change from within' (AAQ whole-of-government, DCDSS lead).	 Application and appointment processes for Queensland Government boards, steering committees and advisory bodies are accessible to Queenslanders with disability 	Work with DCDSS to identify and nominate people with disability for agencies, including the Premier's portfolio government bodies, to consider for future board appointments.	DPC continued to support DCDSS to identify strategies to increase representation of people with disability on the Queensland Register of Nominees (QRON). This included the review of a resource that will be form part of an information pack for Ministers to support them to act as champions with	Underway





















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			business, industry and organisational partners within their portfolio to raise awareness of disability and build partnerships and opportunities. The All Abilities Queensland website provides information on registering with QRON and links to the QRON site. The QRON website includes a statement about diversity on boards and encourages people from diverse backgrounds, or with diverse life experiences, to apply.	
Consultation and engagement processes are offered in a range of ways, including the use of technology, which maximise the participation opportunities for people with disability their families and carers (AAQ whole-of-government, DCDSS lead).	 Increased participation of people with disability in consultation Options for engagement promoted 	Consult with agency staff with disability, other relevant persons and peak bodies, where relevant, to improve access and participation in the workforce and at agency facilities and venues for people with disability.	Where possible DPC and PSC take a consultative approach to improve access and participation in the workforce. During the period, PSC co-designed and co-facilitated the All Abilities Queensland whole-of-government workshop on increasing employment opportunities for people with disability in the Qld public sector. The workshop reviewed what was currently working and what needed to be changed with the current implementation plan. PSC consulted with Diversity and Inclusion practitioners and people with lived experience on future priorities for the sector to improve accessibility and participation in the workforce. DPC continued to seek increased participation in the DSP working group by people with disability and will further promote the group ongoing and as we approach the next iteration of the DSP.	Ongoing - BAU
		Utilise any relevant accessibility features on personal devices/ systems used by people with a disability to deliver necessary assistive technologies to staff where possible.	DPC continued to adopt accessible technologies on new ICT and communications products such as Microsoft Teams. Office of the Queensland Parliamentary Counsel also continued to focus on identifying and, where appropriate, enabling portable technology accessibility features (iPhone, Android, Windows).	Complete - BAU
Queensland Government agencies consult with people with disability when either developing a Disability Service Plan or implementing Disability Service Plan actions (AAQ whole-of-government, DCDSS lead).	Queensland Governments Disability Service Plans 2017-2020 include details of consultation with people with disability or details of consultation with people with disability in the implementation of actions is reflected in reporting	Consult with agency staff with disability and other relevant persons during the development and implementation of specific disability service plan actions.	DPC and PSC have a combined working group with staff from across all areas of the agency, including staff who identify as having a disability. The working group works collaboratively to implement actions under our DSP. DPC and PSC continue to seek increased engagement between employees with disability and the working group. As part of our role in supporting the National Disability Strategy, DPC shared information to staff regarding the consultation process for the Commonwealth Government's updates to the	Ongoing - BAU
			National Disability Strategy beyond 2020, which provided an opportunity for staff with disabilities to participate.	





















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Existing leadership programs are accessible and inclusive of Queenslanders with disability (AAQ whole-of-government, DCDSS lead).	 Application and assessment processes for Queensland Government leadership programs are accessible Participant demographics for Queensland Government leadership programs are representative of the community 	Tailor the content, structure and delivery of agency leadership programs to ensure they meet the specific needs of people with disability.	DPC continued to work with staff and training providers when accessibility requirements were identified. DPC is working with CSYW to give DPC staff the ability to identify any accessibility requirements they may have when enrolling into training via our learning management system, iLearn. The Policy Futures Graduate team worked with external providers during the 2019 induction week to ensure training materials met accessibility requirements for a blind Graduate. PSC commenced the development of a business case and prototype of a sector-wide reverse mentoring program for leaders at all levels to grow awareness, confidence and courage to attract and retain people with disability in the workplace and enable existing employees with disability to thrive.	Complete - BAU