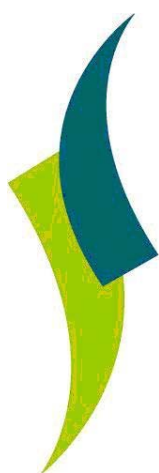


State Sport Centres Trust
Disability Action Plan
2009 to 2012



**STATE
SPORT
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TRUST**

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5. Reducing barriers to persons with a disability accessing goods, services and facilities.

- 5.1 Conduct access audits on premises and develop a staged works program.
- 5.2 Ensure Building Code of Australia DDA guidelines are met when considering new buildings and/or facilities.
- 5.3 Provide information in formats accessible to people of all abilities.
- 5.4 Ensure our website is accessible to at least AA standards
- 5.5 Review, update and communicate the emergency procedures for people with disabilities in case of fire and other emergencies.
- 5.6 Introduce the Companion Card across Trust.
- 5.7 Review signage across Trust.

6. Reducing barriers to persons with a disability obtaining and maintaining employment

- 6.1 Provide employment opportunities for people with a disability through the use of targeted employment pathways.
- 6.2 Improve attraction and recruitment processes to encourage people with disabilities to apply for employment opportunities.
- 6.3 SSCT will offer work experience opportunities to people with a disability.

- 6.4 Employees with a disability will have the opportunity to access training and career development opportunities consistent with other employees.
- 6.5 Produce and promote a reasonable adjustment policy.
- 6.6 Produce job advertisements, specifications and all relevant material in Word format, and other alternative formats upon request.

7. Promoting inclusion and participation in the community of persons with a disability

- 7.1 All public events hosted by SSCT are accessible and inclusive.
- 7.2 People with a disability are involved in the continued development and implementation of our DAP.
- 7.3 Increased opportunities for people with disabilities to participate in SSCT's programs and services.
- 7.4 Development of communication guidelines

8. Achieving tangible changes in attitudes and practises which discriminate against persons with a disability

- 8.1 Disability awareness training.
- 8.2 Hold an annual event on the International Day of People with Disability on the 3rd December.
- 8.3 Develop an "invitation to self identify" for new and existing staff with a disability.
- 8.4 Encourage staff to volunteer in disability organisations or to mentor a person with a disability.

9. Communication, Evaluation and Review of Action Plan.

- 9.1 Communicate details of the DAP to all staff
- 9.2 Communicate details of the DAP to patrons with a disability to encourage their on-going feedback
- 9.3 Make the DAP available to be viewed on SSCT web site
- 9.4 Consider partnership opportunities with organisations that support people with disabilities.
- 9.5 Review and report on Action Plan.
- 9.6 Provide staff with feedback on SSCT's progress in implementing the DAP as part of a continuous improvement cycle.
- 9.7 General Manager High Level Business Objectives to include adherence to DAP timelines.

1.1

State Sport Centres Trust

Message from the CEO

The State Sport Centres Trust is committed to being a world leader in the provision of facilities for sporting events and activities that enhance community health and wellbeing.

The Disability Action Plan has been prepared in accordance with the Victorian State Disability Plan 2002 – 2012.

The adoption and implementation of this Disability Action Plan demonstrates SSCT's commitment to implementing the Victorian Governments State Disability Plan at all SSCT facilities.

Simon Weatherill
CEO – State Sport Centres Trust

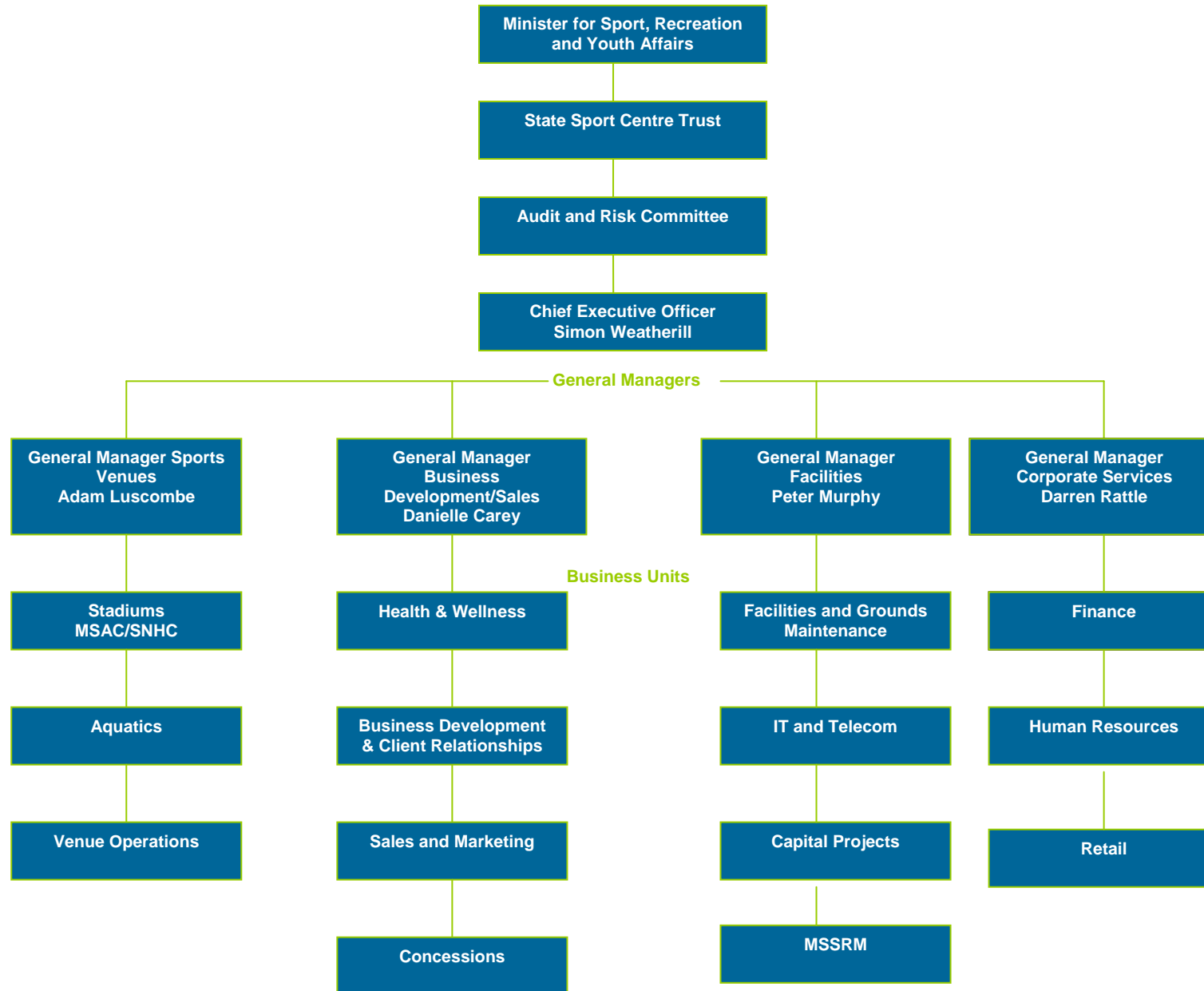
1.2 Overview of core business and functions

The State Sport Centres Trust is a Statutory Authority responsible for the management, operation strategy and growth and development of the Melbourne Sports and Aquatic Centre (MSAC) in Albert Park, the State Netball Hockey Centre (SNHC) in Parkville and The Melbourne School of Sport and Recreation Management (MSSRM) also in Albert Park, adjacent to MSAC.

The key functions of the State Sport Centres Trust are as follows:

- a) The management, operation and maintenance of the Melbourne Sports and Aquatic Centre, the State Netball Hockey Centre and the Melbourne School of Sport and Recreational Management;
- b) The care, improvement, use and promotion of the Melbourne Sports and Aquatic Centre, the State Netball Hockey Centre and the Melbourne School of Sport and Recreational Management;
- c) The efficient financial management of the Melbourne Sports and Aquatic Centre, the State Netball Hockey Centre and the Melbourne School of Sport and Recreational Management;
- d) The care, protection and management of the State Netball Hockey Centre land, and Melbourne Sports and Aquatic Centre land, including maintaining the Melbourne Sports and Aquatic Centre land and the facilities on the land to a standard that complements Albert Park;
- e) Subject to the Act, the planning, development, management, promotion, operation and use of other sports, recreation and entertainment facilities and services in Victoria;
- f) The development, management, promotion, operation and use of facilities and services for the parking of vehicles and other necessary services to be used in conjunction with any of the facilities or services managed or operated by the Trust;
- g) To accept appointment and act as a committee of management of Crown lands.
and
- h) The management and continued development of the MSSRM as the leading quality industry training centre for the sport, recreation, health and wellness industries.

1.3 Organisational Chart



2. About Disability

While disability may be difficult to define, formal definitions such as written in legislation at state (Disability Act 2006) and Federal level (Disability Discrimination Act 1992) reveal disability is much wider than normally thought.

Disability is an evolving concept and disability results from the interaction between persons with impairments and attitudinal and environmental barriers that hinder their full and effective participation in society on an equal basis with others (UN Convention on the Rights of Persons with Disabilities).

For the purpose of this plan, SSCT refers to the definition of disability as contained in the Disability Discrimination Act 1992. This covers disabilities, which are physical, intellectual, psychiatric, sensory and neurological. This definition also covers physical disfigurement and the presence of disease causing organisms, such as HIV. It is important to note that this definition covers a disability that currently exists or may exist in the future.

With such a wide-ranging definition, it is not surprising that the incidence of disability is far higher than normally considered. This is borne out from recent demographic data which reveals 20 per cent of the Australian population has a disability.

The data also reveals that the incidence of disability is increasing, in line with the ageing of the population as the baby boomer generation moves into retirement.

The consequences of such data are significant and highlight the need and urgency of coordinated disability policy reform across the public sector. This responsibility is expected to include SSCT.

3. Disability Policy

The State Sport Centres Trust recognises the number and diversity of people with disabilities in the community, and within its own workforce.

SSCT will use its position of influence in the community and within the network of public sector bodies to promote consistent business practises that do not exclude people with disabilities from within its own services, programs and facilities, and within its dealings with other agencies in the public and private sectors.

SSCT's Disability Action Plan (DAP) addresses the four outcome areas as set out in section 38 of the Disability Act 2006 (Victoria);

- a) reduce barriers to persons with a disability accessing goods, services and facilities;
- b) reducing barriers to persons with a disability obtaining and maintaining employment
- c) promoting inclusion and participation in the community of persons with a disability
- d) achieving tangible changes in attitudes and practises which discriminate against persons with a disability.

SSCT undertakes to consult regularly with people with disabilities, to follow best practise principles in hiring and sustaining its employees with disabilities, and to encourage similar undertakings with other organisations.

SSCT will endeavour to resource it's DAP to the best of its ability within the existing infrastructure provided to the Trust. It undertakes to monitor, evaluate and review it regularly. SSCT will report on the implementation of it's DAP in its annual report as consist with section 38 of the Disability Act 2006.

Endorsed
SSCT Trust meeting
February 2009

4. Consultation

The Trust is committed to consultation with key stake holders on the development and progressive implementation of the Disability Action Plan.

SSCT's internal OH&S Committee, who meet each month, and has representation from all business units across Trust; has been endorsed as SSCT's Disability Action Plan Working Party. Representation includes staff, senior officers and personnel with policy and operational responsibilities that impact on the needs of people with a disability. In January 2008, the Corporate Management team endorsed the Human Resource Manager to oversee the plan. The plan is a result of widespread consultation including relevant authorities.

Consultation had been undertaken with a diverse range of stakeholders and these include; patrons with a disability, staff with a disability, staff that instruct or care for people with a disability, carers of patrons with a disability, City of Port Phillip and City of Melbourne AAA advisors.

Key outcome areas

5. Reducing barriers to persons with a disability accessing goods, services and facilities.

Why? To remove barriers from both the workplace and areas used by stakeholders and patrons; to promote an accessible environment for people of all abilities.

5.1 What? **Conduct access audits on premises and develop a staged works program.**

5.1.1 **How?** Contract an external consultant to conduct and assess audit on all SSCT's buildings and facilities.

5.1.1 **When?** 30 June 2009

5.1.1 **Who?** General Manager Facilities

5.1.2 **How?** Results from audit are developed into a staged works program.

5.1.2 **When?** 30 September 2009

5.1.2 **Who?** General Manager Facilities

5.1.3 **How?** On-going feedback regarding access issues from staff, stakeholders and patrons is encouraged and incorporated into a staged works project.

5.1.3 **When?** Immediate and Ongoing

5.1.3 **Who?** General Manager Facilities & Human Resources Manager

5.2 What? **Ensure Building Code of Australia DDA guidelines are met when considering new Buildings and/or facilities.**

5.2.1 **How?** Any development of SSCT buildings and/or facilities has DDA guidelines considered as a priority.

5.2.1 **When?** Immediate and Ongoing

- 5.2.1 **Who?** General Manager Facilities
- 5.3 **What?** **Provide information in formats accessible to people of all abilities.**
- 5.3.1 **How?** All new information is created in word formats
- 5.3.1 **When?** Immediate and Ongoing
- 5.3.1 **Who?** All managers
- 5.3.2 **How?** SSCT to develop a strategy for the production of all documents and publications in alternate formats
E.g. Braille, large print, electronic text file, upon request.
- 5.3.2 **When?** 30 June 2009
- 5.3.2 **Who?** General Manager Business Development/Sales
- 5.3.3 **How?** Promote availability of accessible information on our web site.
- 5.3.3 **When?** 30 June 2009
- 5.3.3 **Who?** General Manager Business Development/Sales
- 5.4 **What?** **Ensure our website is accessible to at least AA standards**
- 5.4.1 **How?** Existing websites are audited for compliance with AA standards.
- 5.4.1 **When?** 30 June 2009
- 5.4.1 **Who?** General Manager Business Development/Sales
- 5.4.2 **How?** Results from audit are developed into a stage works program.
- 5.4.2 **When?** 30 September 2009
- 5.4.2 **Who?** General Manager Business Development/Sales
- 5.4.3 **How?** All new website development includes compliance to at least AA standards.

- 5.4.3 **When?** Immediate and Ongoing
 5.4.3 **Who?** General Manager Business Development/Sales & Training and Business Manager MSSRM
- 5.5 **What?** **Review, update and communicate the emergency procedures for people with disabilities in case of fire and other emergencies.**
- 5.5.1 **How?** Review and update existing emergency procedures.
 5.5.1 **When?** 30 March 2009
 5.5.1 **Who?** Venue Operations Manager
- 5.5.2 **How?** Communicate updated emergency procedures to all staff
 5.5.2 **When?** 30 March 2009
 5.5.2 **Who?** Venue Operations Manager
- 5.5.3 **How?** Include updated emergency procedures in all new staff inductions
 5.5.3 **When?** 30 March 2009 - ongoing
 5.5.3 **Who?** Human Resource Manager
- 5.5.4 **How?** Include updated emergency procedures at all fire warden training sessions
 5.5.4 **When?** 30 March 2009 - ongoing
 5.5.4 **Who?** Training and Business Manager MSSRM
- 5.6 **What?** **Introduce the Companion Card across Trust.**
- 5.6.1 **How?** Complete paperwork and submit.
 5.6.1 **When?** 01 March 2009
 5.6.1 **Who?** Human Resource Manager

5.6.2 **How?** Communicate and market acceptance of companion card
5.6.2 **When?** 30 March 2009
5.6.2 **Who?** Human Resource Manager

5.6.3 **How?** Expect major public events to affiliate with the Companion Card program.
5.6.3 **When?** 30 March 2009 - ongoing
5.6.3 **Who?** Event and Booking Manager

5.7 **What?** **Review signage across trust.**

5.7.1 **How?** External Audit to review existing signage.
5.7.1 **When?** 30 June 2009
5.7.1 **Who?** General Manager Facilities & General Manager Business Development/Sales

5.7.2 **How?** Results from audit are developed into a stage works program.
5.7.2 **When?** 30 September 2009
5.7.2 **Who?** General Manager Facilities & General Manager Business Development/Sales

5.7.3 **How?** All new SSCT signage to consider people of all abilities.
5.7.3 **When?** Immediate and Ongoing
5.7.3 **Who?** General Manager Facilities & General Manager Business Development/Sales

6. **Reducing barriers to persons with a disability obtaining and maintaining employment**

Why? SSCT is an Equal Opportunity employer that actively promotes, encourages and supports managers to recruit people with a disability. SSCT wants to attract a more diverse pool of candidates for SSCT vacancies, including more people with a disability.

- 6.1 What? Provide employment opportunities for people with a disability through the use of targeted employment pathways.**
- 6.1.1 **How?** Work with a disability employer to explore employment opportunities for people with a disability.
6.1.1 **When?** 30 September 2009
6.1.1 **Who?** Human Resource Manager
- 6.2 What? Improve attraction and recruitment processes to encourage people with disabilities to apply for employment opportunities.**
- 6.2.1 **How?** Work with a disability employment service provider.
6.2.1 **When?** 30 September 2009
6.2.1 **Who?** Human Resource Manager
- 6.2.2 **How?** Review position descriptions to ensure they are inclusive and do not disadvantage potential applicants with a disability.
6.2.2 **When?** Staged works prior to each new position being advertised
6.2.2 **Who?** Human Resource Manager
- 6.2.3 **How?** Vacancy advertisements encourage applicants with a disability to apply
6.2.3 **When?** Immediate and Ongoing
6.2.3 **Who?** Human Resource Manager
- 6.2.4 **How?** Ensure person specifications and application forms are available in accessible formats upon request.
6.2.4 **When?** 30 June 2009 – ongoing
6.2.4 **Who?** Human Resource Manager

- 6.2.5 **How?** Identify and address specific needs for the interview, prior to interview.
6.2.5 **When?** 30 March 2009 - ongoing
6.2.5 **Who?** All managers in consultation with Human Resource Manager
- 6.2.6 **How?** Work with a disability employer to explore employment opportunities for people with a disability.
6.2.6 **When?** 30 March 2009 - ongoing
6.2.6 **Who?** All managers in consultation with Human Resource Manager
- 6.3 **What?** **SSCT will offer work experience opportunities to people with a disability.**
- 6.3.1 **How?** Work with special schools in the local community to offer work experience to people with a disability.
6.3.1 **When?** 30 June 2009
6.1.1 **Who?** Human Resource Manager
- 6.4 **What?** **Employees with a disability will have the opportunity to access training and career development opportunities consistent with other employees.**
- 6.4.1 **How?** All training and development opportunities cater for people of all abilities.
6.4.1 **When?** Immediate and Ongoing
6.4.1 **Who?** Training and Business Manager MSSRM
- 6.4.2 **How?** All training and development opportunities are available to, and promoted as being open to employees of all abilities.
6.4.2 **When?** Immediate and Ongoing
6.4.2 **Who?** Training and Business Manager MSSRM & Human Resource Manager
- 6.4.3 **How?** Performance reviews to document any special needs of employees to access training and

		development of opportunities
6.4.3	When?	Immediate and Ongoing
6.4.3	Who?	All Line managers
6.4.4	How?	Training needs analysis from performance reviews, document any special needs identified.
6.4.4	When?	30 April 2009 – On-going
6.4.4	Who?	Human Resource Manager
6.4.5	How?	Training courses are developed with these special needs considered.
6.4.5	When?	30 April 2009- On-going
6.4.5	Who?	Training and Business Manager MSSRM
6.5	What?	Produce and promote a reasonable adjustment policy.
6.5.1	How?	Create a policy document
6.5.1	When?	30 June 2009
6.5.1	Who?	Human Resource Manager
6.5.2	How?	Include new policy in all recruitment training
6.5.2	When?	June 2009 and ongoing
6.5.2	Who?	Human Resource Manager
6.5.3	How?	Consider reasonable adjustment options and workplace modifications when the recommended applicant is a person with a disability.
6.5.3	When?	Immediate and ongoing
6.5.3	Who?	All line managers

- 6.6 What? **Produce job advertisements, specifications and all relevant material in Word format and other alternative formats upon request.**
- 6.6.1 How? Consult with Office for Disability and City of Port Phillip AAA representatives to gain an understanding of requirements.
- 6.6.1 When? 30 June 2009
- 6.6.1 Who? Human Resource Manager
- 6.6.2 How? Audit current documentation
- 6.6.2 When? 30 September 2009
- 6.6.2 Who? Human Resource Manager
- 6.6.3 How? Update current documentation
- 6.6.3 When? 30 December 2009
- 6.6.3 Who? Human Resource Manager
- 6.6.4 How? All new documentation to meet the needs of people of all abilities.
- 6.6.4 When? 30 June 2009 – ongoing
- 6.6.4 Who? Human Resource Manager

7. Promoting inclusion and participation in the community of persons with a disability

Why? To ensure that people of all abilities benefit from, and can participate in, the broad range of activities offered by SSCT at MSAC, SNHC and MSSRM

7.1 What? **All public events hosted by SSCT are accessible and inclusive.**

7.1.1. How? Clause regarding SSCT's commitment to hosting accessible and inclusive events to be included in all contracts for external hirers.

7.1.1	When?	30 March 2009
7.1.1	Who?	Events and Bookings Manager
7.1.2	How?	Consult with Office for Disability and City of Port Phillip AAA representatives to gain an understanding of requirements of hosting an accessible and inclusive event.
7.1.2	When?	30 September 2009
7.1.2	Who?	Human Resource Manager & Event and Booking Manager
7.1.3	How?	From the understanding gained in 7.1.2; create an Event and Booking checklist that is to be used during the course of booking, setting up and running public events.
7.1.3	When?	30 December 2009 - ongoing
7.1.3	Who?	Events and Bookings Manager
7.2	What?	People with a disability are involved in the continued development and implementation of our DAP.
7.2.1	How?	Feedback received that relates in any way to disability is forwarded to HR Manager for recording and discussion at regular OH&S meetings.
7.2.1	When?	Immediate and on-going
7.2.1	Who?	All staff & Human Resource Manager
7.2.2	How?	Regular SSCT members, patrons and user groups who have a disability are made are aware of our DAP and subsequent commitment to providing an all inclusive environment; in the hope of obtaining regular feedback.
7.2.2	When?	30 March 2009
7.2.2	Who?	All Managers as prompted by Human Resource Manager
7.2.3	How?	Regular SSCT members, patrons and user groups who have a disability are contacted at least every 6 months asking for feedback in relation to offering an inclusive and accessible environment.
7.2.3	When?	30 June 2009 and every subsequent 6 months
7.2.3	Who?	Human Resource Manager

- 7.3 What? Increased opportunities for people with disabilities to participate in SSCT's programs and services.**
- 7.3.1 How?** Review SSCT's Access for All Abilities swim instructing program, looking specifically for opportunities for growth and development.
- 7.3.1 When?** 30 June 2009
- 7.3.1 Who?** Aquatics Manager
- 7.3.2 How?** Review SSCT's Access for All Abilities Modified Sports program, looking specifically for opportunities for growth and development across Trust.
- 7.3.2 When?** 30 June 2009
- 7.3.2 Who?** Sports Development Coordinator
- 7.3.3 How?** Review SSCT's Access for All Abilities Aqua instructing program, looking specifically for opportunities for growth and development
- 7.3.3 When?** 30 June 2009
- 7.3.3 Who?** Aquatics Manager
- 7.3.4 How?** Investigate opportunities to develop group instructor classes in the Fitness Centre and Wellness Zone at MSAC.
- 7.3.4 When?** 30 June 2009
- 7.3.4 Who?** Health and Wellness Coordinator
- 7.3.5 How?** Audit all equipment in the Fitness Centre to ensure people with a disability can benefit from, and can participate in our broad range of services.
- 7.3.5 When?** 30 June 2009
- 7.3.5 Who?** Health and Wellness Coordinator

7.5.6 **How?** Staged development program implemented as a result of this audit.
7.3.6 **When?** 30 September 2009
7.3.6 **Who?** Health and Wellness Coordinator

7.4 **What?** **Develop communication guidelines that ensures people of all abilities are considered.**

7.4.1 **How?** Create an SSCT communication policy that considers all elements of communication as mentioned in this DAP. i.e. web formats, marketing material available in various formats, internal communication to employees.

7.4.1 **When?** 30 September 2009

7.4.1 **Who?** General Manager Business Development/Sales

7.4.2 **How?** Create a communication policy that is mandatory for use by all staff involved in communication either internal or external.

7.4.2 **When?** 30 September 2009

7.4.2 **Who?** General Manager Business Development/Sales

8. **Achieving tangible changes in attitudes and practises which discriminate against persons with a disability**

Why? To promote positive attitudes to people with disabilities. To ensure SSCT is viewed to be accessible and inclusive of people with disabilities and free from harassment and discrimination.

8.1 **What?** **Disability awareness training.**

8.1.1 **How?** Regular scheduled bi-annual training sessions available and promoted to all staff and SSCT tenants.

8.1.1 **When?** 30 June 2009

8.1.1 **Who?** Human Resource Manager

8.1.2	How?	Explore options to facilitate such training as a nationally accredited unit of competency.
8.1.2	When?	30 June 2009
8.1.2	Who?	Training and Business Manager MSSRM
8.2	What?	Hold an annual activity on the International Day of People with Disability on the 3rd December.
8.2.1	How?	Explore activity options
8.2.1	When?	30 June 2009
8.2.1	Who?	Human Resource Manager under guidance from Marketing Coordinator
8.2.2	How?	Promote activity
8.2.2	When?	30 September 2009
8.2.2	Who?	All Managers under guidance from Marketing Coordinator
8.2.3	How?	Host activity
8.2.3	When?	03 December 2009 and every year there after
8.2.3	Who?	All staff
8.2.4	How?	Explore options of hosting an even better activity
8.2.4	When?	03 March 2010
8.2.4	Who?	Human Resource Manager under guidance from Marketing Coordinator
8.3	What?	Develop an “invitation to self identify’ for new and existing staff with a disability.

- 8.3.1 **How?** Consult with Office for Disability and City of Port Phillip AAA representatives to consider potential options for self identification.
- 8.3.1 **When?** 30 June 2009
- 8.3.1 **Who?** HR Manager
-
- 8.3.2 **How?** Consult with Office for Disability and City of Port Phillip AAA representatives to seek advice on acceptable questions on personal details paperwork for new employees.
- 8.3.2 **When?** 30 June 2009
- 8.3.2 **Who?** HR Manager
-
- 8.3.3 **How?** Communicate to all existing staff the reasons why we encourage self identification; giving a commitment to confidentiality
- 8.3.3 **When?** 30 September 2009
- 8.3.3 **Who?** HR Manager
-
- 8.3.4 **How?** All inductions for new staff cover the process and promised confidentiality of self identification if you have a disability
- 8.3.4 **When?** 30 September 2009
- 8.3.4 **Who?** HR Manager
-
- 8.4 **What?** **Encourage staff to volunteer in disability organisations or to mentor a person with a disability.**
-
- 8.4.1 **How?** Communicate to all staff the State Services Authority's commitment to allowing staff, unpaid leave to work as a volunteer in a disability organisation
- 8.4.1 **When?** 30 June 2009
- 8.4.1 **Who?** Human Resource Manager
-
- 8.4.2 **How?** Consider including 2 paid days per year for staff to undertake volunteer work with a disability

- organisation.
- 8.4.2 **When?** EBA negotiation prior 2 October 2009
- 8.4.2 **Who?** EBA committee

9 **Communication, Evaluation and Review of Action Plan.**

Why? To ensure SSCT continuously improves its performance in relation to access and inclusion for people with a disability. SSCT commits to track patronage by people with disabilities and their companions and monitor outcomes for people with a disability.

A monitoring, evaluation and review schedule will be developed to enable the measurement and assessment of actions and outcomes and inform continuous improvement. The schedule will identify how these steps will be undertaken, who will be responsible and indicate if the collection of new data is required. A review of this Disability Action Plan's achievements and the appropriateness and effectiveness of actions will be undertaken annually, and before the preparation of a new plan.

9.1 **What? Communicate details of action plan to all staff**

- 9.1.1 **How?** All staff email
- 9.1.1 **When?** Immediate
- 9.1.1 **Who?** Human Resource Manager

- 9.1.2 **How?** WIP
- 9.1.2 **When?** Immediate
- 9.1.2 **Who?** Human Resource Manager

- 9.1.3 **How?** Human Resource Policy Manual
- 9.1.3 **When?** Immediate
- 9.1.3 **Who?** Human Resource Manager

- 9.2 What? Communicate details of the Action plan to patrons with a disability to encourage their on-going feedback**
- 9.2.1 How?** Regular SSCT members, patrons and user groups who have a disability are made aware of our DAP and subsequent commitment to providing an all inclusive environment; in the hope of obtaining regular feedback.
- 9.2.1 When?** 30 March 2009
- 9.2.1 Who?** All Managers as prompted by Human Resource Manager
- 9.2.2 How?** Regular SSCT members, patrons and user groups who have a disability are contacted at least every 6 months asking for feedback in relation to offering an inclusive and accessible environment.
- 9.2.2 When?** 30 June 2009 and every subsequent 6 months
- 9.2.2 Who?** Human Resource Manager
- 9.3 What? Make action plan available to be viewed on SSCT web site**
- 9.3.1 How?** Upload DAP onto website in a format accessible to people of all abilities.
- 9.3.1 When?** Immediate
- 9.3.1 Who?** Marketing Coordinator
- 9.4 What? Consider partnership opportunities with organisations that support people with disabilities.**
- 9.4.1 How?** Promote our DAP to Sporting associations who are tenants of SSCT venues, and who are regular business partners.
- 9.4.1 When?** 30 March 2009
- 9.4.1 Who?** Customer Service Admin Coordinator

- 9.5 What? Review and report on DAP.**
- 9.5.1 **How?** Permanent agenda item on monthly OH&S meetings to monitor adherence to timelines - minuted
- 9.5.1 **When?** Immediate and on-going
- 9.5.1 **Who?** Human Resource Manager
- 9.5.2 **How?** Monthly feedback passed on to General Manager Corporate Services
- 9.5.2 **When?** 30 March 2009 – on going
- 9.5.2 **Who?** Human Resource Manager
- 9.5.3 **How?** General Manager Corporate Services to include in annual report
- 9.5.3 **When?** 30 June 2009 – on-going
- 9.5.3 **Who?** General Manager Corporate services
- 9.6 What? Provide staff with feedback on SSCT's progress in implementing the DAP as part of a continuous improvement cycle.**
- 9.6.1 **How?** All staff email
- 9.6.1 **When?** Immediate
- 9.6.1 **Who?** Human Resource Manager
- 9.6.2 **How?** WIP
- 9.6.2 **When?** Immediate
- 9.6.2 **Who?** Human Resource Manager

- 9.7 What? General Manager High Level Business Objectives to include adherence to DAP timelines.**
- 9.7.1 How?** GM High Level Business Objectives to include adherence, monitoring and reporting on high level business objectives.
- 9.7.1 When?** 01 July 2009 – onwards
- 9.7.1 Who?** CEO

Acknowledgements

The development of this plan was the collaborative effort of many people.

Particular thanks to the staff at the Office for Disability, Department of Planning and Community Development, State Government Victoria who provided invaluable workshops, advice, support and encouragement during the plans development.

Thanks to numerous staff across the SSCT business units and MSAC members whose ideas and suggestions helped shape the plan.

The managers and staff responsible for each initiative in the plan must also be acknowledged for their important role, not just in shaping the initiative but now also being responsible for its implementation.

Any enquiries in relation to this document, including this document in a range of alternative/accessible formats may be forwarded directly to;

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