

Disability Inclusion Action Plan



Easy Read

About this plan



Legal Aid NSW made this information.



Legal Aid NSW supports people in NSW with their legal problems.

A photograph of a spiral-bound notebook with a white cover. The text "Disability Inclusion Action Plan" is written on the cover in a bold, black, sans-serif font.

**Disability
Inclusion
Action
Plan**

This is information about our **Disability Inclusion Action Plan**.

We will say **plan** for short.



This plan says what we will do to best support

- People with disability



- Carers of people with disability.

Why we made this plan



The plan is for people with disability and carers who use our services.

We will say **clients** for short.



We made the plan to make sure we give our clients the best support for what they need.

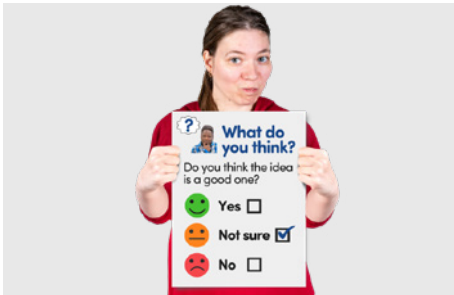


The plan is also for our staff with disability and carers.

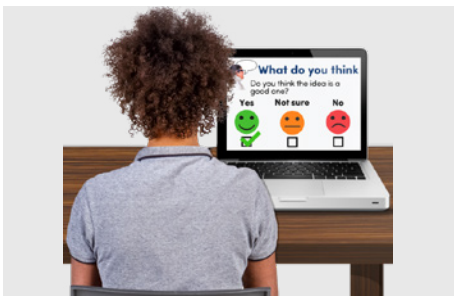


It will help us make sure all our staff get the right support and enjoy working for us.

How we made this plan



To make this plan we looked at the information we got from **surveys**.



Surveys are questions we asked our clients and staff to answer.



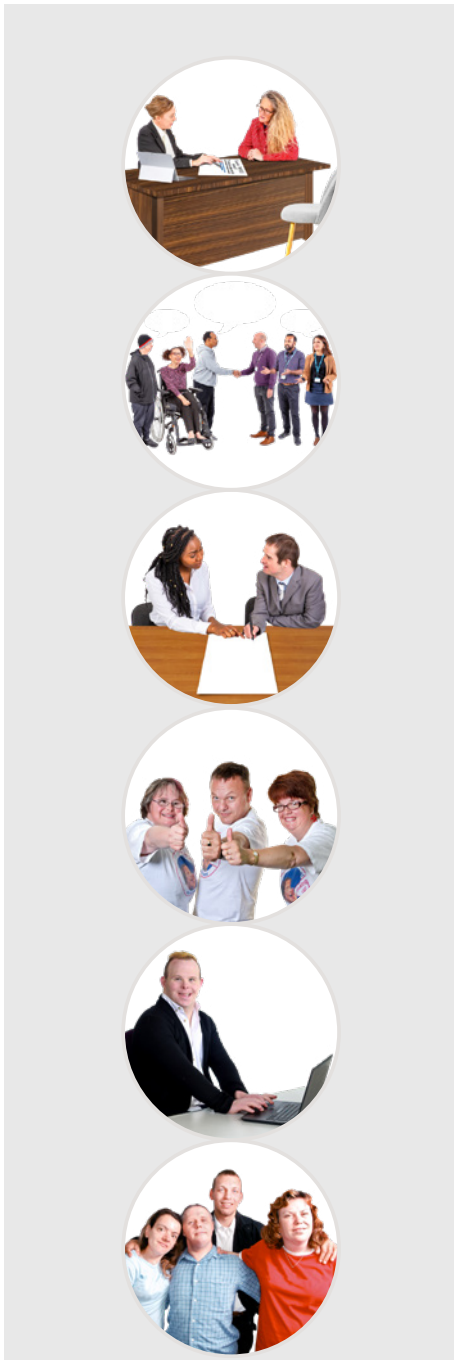
We also talked to lots of people to hear what should be in the plan.



We talked to

- Clients and people with disability in the community
- Staff from disability services
- Legal Aid NSW staff.

What we found out



We found out there are 6 big areas we need to work on

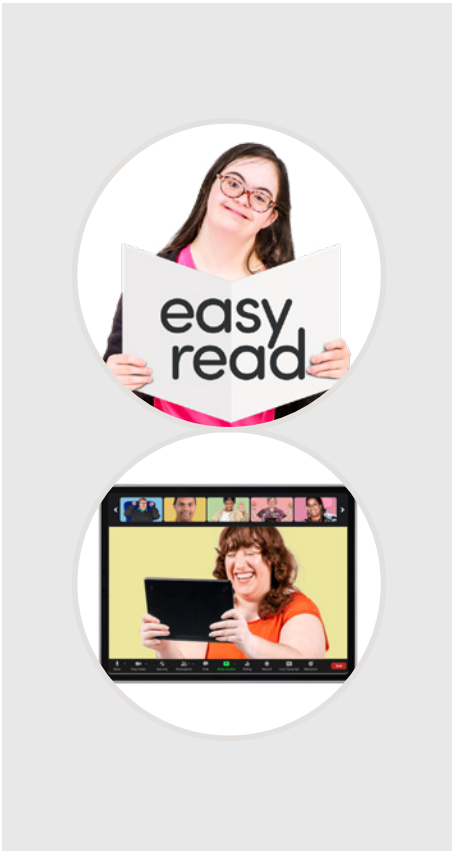
1. Everyone can get legal information
2. Good relationships
3. Our staff can support people with disability
4. Everyone can get legal services
5. A good workplace for everyone
6. Jobs for people with disability



We worked with people with disability to come up with things we can do for each area.

1. Everyone can get legal information

We want to have more legal information in ways everyone can understand like



- Easy Read

- Videos.

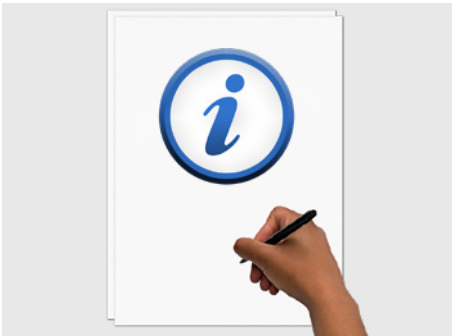


We also want to make sure information on our website is easy to find and understand.

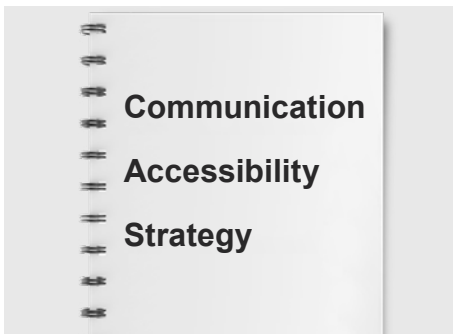


We want all staff to make information that is easy to understand for our clients.

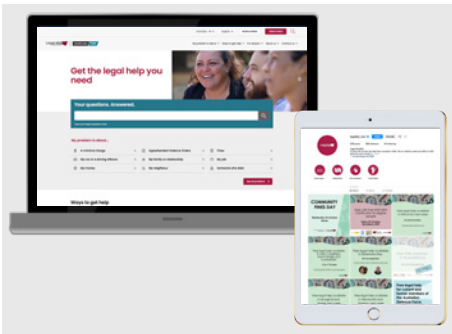
What we will do



We will write a plan about how to make information in ways that is easy to understand.



We call this plan a **Communication Accessibility Strategy**.



We will work to make our website and **social media** easy to understand.



Social media means websites like Facebook and Instagram.



We will train our staff to use computer programs to support our clients.



We will also train our staff to support clients in the best way for them.



We will look into how we can use **AI** to make information that is easy to understand.



AI is a computer that learns and thinks on its own.

2. Good relationships



Lots of our clients get support from other services and the government.

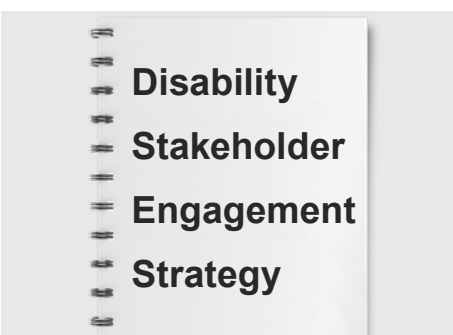


We want to work with other services and the government to support our clients well.

What we will do



We will write a plan about how to work well together with others.



This plan is called the **Disability Stakeholder Engagement Strategy**.



We will work together more with disability services.



We will make it easier for **advocates** and support workers to contact us.



An **advocate** is someone who supports people with disability to get their rights.



We will make a check list to help us plan events and workshops that everyone can join.

3. Our staff can support people with disability



We want our staff to get better at supporting people with disability in ways that work for them.



We want to get better at supporting clients with disability with their legal decisions.



We want to speak up to make sure clients can use their rights.



We want to better understand what it means to have a disability.



We also want to get better at supporting clients with **trauma**.



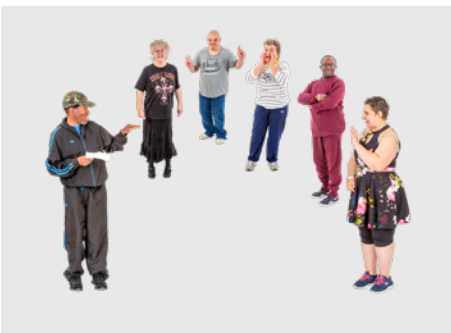
Trauma means something bad happened to you in the past and it still makes you feel sad.

What we will do



We will keep working with our **Disability Inclusion Advisory Panel**.

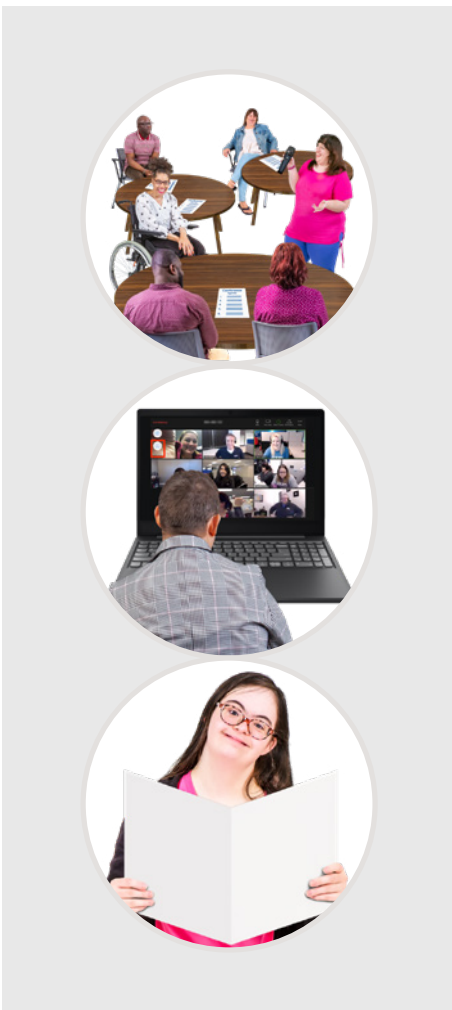
We will say **panel** for short.



This panel is a group of people with disability that helped us make this plan.



We will train our staff to support people with disability well.



That means we will have

- Workshops that are run by people with disability
- Online training
- Information for staff.



We will find ways to support clients better so they can make their own legal decisions.

We will make sure managers can support their team to



- Work in ways that is best for people with disability



- Know about disability.



We will work hard to make sure our clients get what they need in places like courts and jails.

4. Everyone can get legal services



We want to give our clients and the community good services.



We want to support clients in a way that works well for them.

What we will do



We will try to support clients with disability faster.



We will ask all clients about the best way to support them.



We will have ways to keep information about what support each client needs.



We will make sure our lawyers change how they work with each client to support them well.



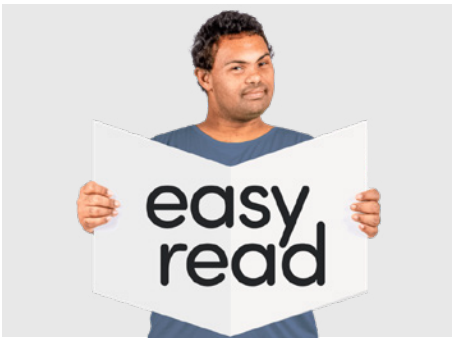
This also means talking to clients in ways they can understand.



We will make meetings with clients with disability longer to give them better support.



We will make sure more people know about our services and who can use them.



We will also have more information about our services in ways that are easy to understand.



We will have a team that will work to support clients with disability and carers.



The team will be called **disability legal support service.**

5. A good workplace for everyone



We want to be a good workplace for our staff with disability.



Our staff with disability do great work to make Legal Aid NSW better.



We want them to know that we are very happy with what they do.



We will make changes to our workplace so staff with disability can work well.

What we will do



We will support our managers to learn how to support people with disability and carers.



We will make it easier for our staff with disability to get **workplace adjustments**.



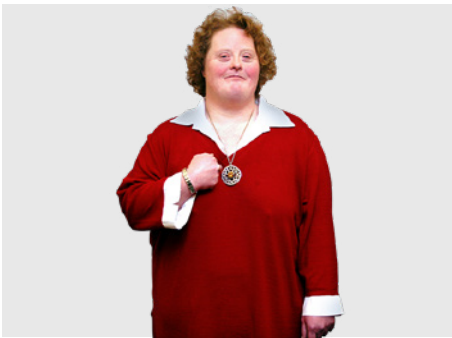
Workplace adjustments are things we change so staff with disability can do their job.



We will make sure our offices and events are easy for people with disability to get to and use.



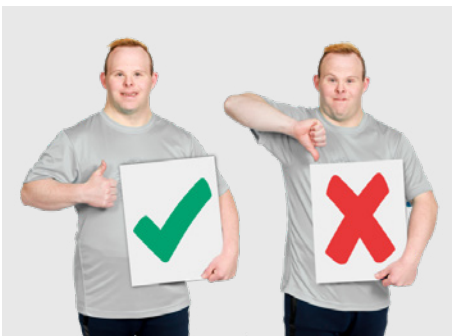
We will make it easier for our staff with disability to get the online programs they need.



We will support our staff with disability to get supports that work best for them.



We will check often how we are supporting our staff with disability and carers.



This will help us know if we are doing a good job or not.

6. Jobs for people with disability



We want to have more jobs for people with disability at Legal Aid NSW.



We want to make sure the way we hire and keep staff is good for people with disability.



We want people with disability to be managers and leaders.

What we will do



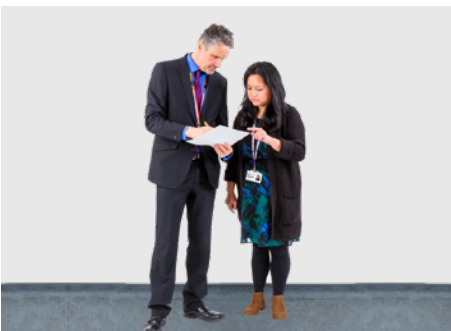
We will take part in programs that help us work with more people with disability.



Everyone we hire must agree that people with disability need to be a part of things.

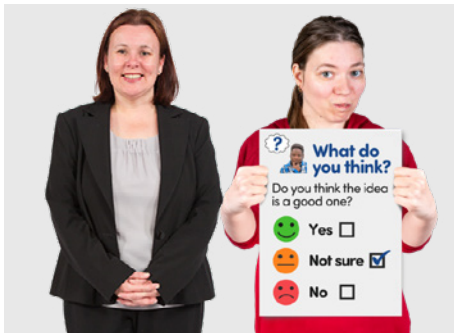


We will make it easier for people with disability to get jobs at Legal Aid NSW.



We will think of ways to have more managers with disability.

How we know the plan works



We will keep doing surveys to find out what our staff and clients think about us.



We also have 2 groups that will check how we are going with the plan.



The groups are

- The Disability Inclusion Advisory panel
- The Disability Inclusion Action Plan working group.



Both groups will look into how we are going with the plan.



We will also put in our **annual report** how we are going with this plan.



An **annual report** says what Legal Aid NSW did in the last year.

More information



If you want more information about the plan you can call us on **1300 888 529**.

Council for Intellectual Disability made this document Easy Read. **CID** for short. You need to ask CID if you want to use any pictures in this document.

You can contact CID at **business@cid.org.au**.