

Title:	4.39 Disability Participation
Previous No:	
File No:	
Statutory Environment:	
Minute No:	8.1.4 032017.OM
Last Updated:	March 2017
Review Date:	September 2019

Objectives:

(1) The objectives of this policy are to:

- (a) Ensure the Shire is recognised within industry and the community as a disability confident employer;
- (b) Create an inclusive environment that ensures that equal employment and career opportunities are available to all employees, including those with a disability;
- (c) Provide employees who have a disability with the opportunity to participate in a safe, equitable, discrimination and harassment free working environment;
- (d) Encourage people with a disability to apply for positions for which they are qualified and to actively facilitate their employment;
- (e) Ensure that employees with a disability are treated equitably during all stages of employment, including recruitment, selection, induction, retention, promotion, training, and termination;
- (f) Ensure all documentation and information is designed and disseminated in an accessible form, negating the need for someone to request it;
- (g) Ensure that the needs of employees with a disability, such as effective interaction, management and supervision, are recognised in the performance management process;
- (h) Provide for employees with a disability to have access to additional needs and supports and also understand that they may choose not to involve their supports in their employment matters;
- (i) Ensure that employees with a disability have the means to contribute to and participate in the work environment;
- (j) Make reasonable adjustments to the job role, time and location and plant and equipment to accommodate employees with a disability, where practicable;
- (k) Provide on-going training, for relevant employees, to ensure full involvement and enthusiasm for an inclusive workforce, plus development of skills to recruit and work with those with a disability; and

- (1) Establish reporting mechanisms that show the benefits involved when employing someone with a disability (e.g. frequently showing superior work performance, reliability and retention rates and ethics/community responsibility).
- (2) While this policy provides overall guidance on handling staff with disability, more detailed information is incorporated in the HR policies and procedures.

Policy Statement:

The Shire is an equal opportunity employer and recognises and values diversity amongst its employees.

The Shire wishes to promote itself as an employer that provides a supportive and inclusive workplace for people with disability and implementing recruitment, selection, induction, and retention and management strategies to attract applicants with disability.

The Shire is committed to providing support and visibility for disability initiatives within the organisation, facilitate awareness for managers/supervisors and employees, and ensure the needs of employees with disability are taken into account in organisational planning, design and delivery.

Responsibility:

The CEO is accountable for compliance and promotion of this policy and all Managers/Supervisors and employees will take an active role in ensuring their colleagues are made to feel part of the team.