



Disability Access and Inclusion Plan (DAIP) for the Shire of Corrigin

2020 - 2025

This Disability Access and Inclusion plan is available in alternative formats upon request and includes in electronic format by email, in hard copy in both large and standard print, in audio or compact disc and on the website www.corrigin.wa.gov.au

Contents

Background	4
The Shire of Corrigin	4
Functions, facilities and services provided by the Shire of Corrigin	4
What is disability	5
People with disability in the Shire	5
Planning for better access	5
Progress since 2007 DAIP	6
Access and inclusion policy statement	7
Development of the DAIP	9
Responsibility for the planning process	9
Community consultation process	9
Findings of the consultation	10
Responsibility for implementing the DAIP	11
Communicating the plan to staff, contractors and people with disability	11
Review and evaluation mechanisms	11
Reporting on the DAIP	12
Strategies to improve access and inclusion	13
Appendices:	17
Appendix 1 – Progress between 2004 to 2019 under the Disability Access and Inclusion Plan.	17
Implementation Plan 2020 - 2025	20

Acknowledgements

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Background

The Shire of Corrigin

Nestled in the central Wheatbelt and located 229km south-east of Perth, Corrigin is predominantly a farming community with cropping and sheep its main industries.

Corrigin is a progressive community and pro-active in improving all facets of country living. A great alternative to the city, Corrigin offers all the necessary services and facilities including medical, educational, recreational, economical and social.

The major town, Corrigin, is located on the Brookton Highway with a population of approximately 1,146.

Functions, Facilities and Services (both in-house and contracted) provided by the Shire of Corrigin

The Shire of Corrigin is responsible for a range of functions, facilities and services including:

Services to property: construction and maintenance of shire-owned buildings, roads, footpaths and cycle facilities; land drainage and development; waste collection and disposal; litter control and street cleaning; planting and caring for street trees; numbering of buildings and lots; street lighting; and bush fire control.

Services to the community: provision and maintenance of playing areas, parks, gardens, reserves and facilities for sporting and community groups; management of recreation centre and pool; public library and information services; community resource centre and community events.

Regulatory services: planning of road systems, sub-divisions and town planning schemes; building approvals for construction, additions or alterations to buildings; environmental health services and ranger services, including dog and cat control and the development and maintenance of parking.

General administration: the provision of general information to the public and the lodging of complaints and payment of fees including police licensing, rates and dog and cat licences.

Processes of government: ordinary and special Council and committee meetings; electors' meetings and election of council members; and community consultations.

What is Disability?

A disability is any continuing condition that restricts everyday activities. The Disability Services Act (1993) defines 'disability' as meaning a disability:

- which is attributable to an intellectual, psychiatric, cognitive, neurological, sensory or physical impairment or a combination of those impairments
- which is permanent or likely to be permanent
- which may or may not be of a chronic or episodic nature
- which results in substantially reduced capacity of the person for communication, social interaction, learning or mobility and a need for continuing support services.

With the assistance of appropriate aids and services, the restrictions experienced by many people with a disability may be overcome.

People with Disability in the Shire of Corrigin

It is estimated that there are approximately 49 people living in Corrigin who need assistance with core activities. This is based on The Australian Bureau of Statistics (ABS) 2016 Census data. Corrigin like most communities in Australia also has an ageing community which requires planning for facilities and services that can assist with keeping the aged in their homes and community as long as possible.

Planning for Better Access

The Western Australia Disability Services Act 1993 requires all local governments to develop and implement a Disability Access and Inclusion Plan (DAIP) to ensure that people with disability have equal access to its facilities and services.

Other legislation underpinning access and inclusion includes the Western

Australia Equal Opportunity Act (1984) and the Commonwealth Disability Discrimination Act 1992 (DDA), both of which make discrimination on the basis of a person's disability unlawful.

Progress since 2007 DAIP

The Shire of Corrigin is committed to facilitating the inclusion of people with disability through the improvement of access to its information facilities and services. Towards this goal the Shire adopted its first Disability Service Plan (DSP) in late 1995 to address the access barriers within the community.

The Shire then adopted a Disability Access and Inclusion Plan in 2007 which further built on the progress made in the 1995 Disability Service Plan.

Since the adoption of the Disability Access and Inclusion Plan in 2007, the Shire has implemented many initiatives and made significant progress towards better access and inclusion.

These have included:

- Major renovations to a number of major community buildings, including the building of a new Recreation and Events Centre, major renovations to the swimming pool including the building of a heated indoor activity pool, Medical Centre, Administration and Community Resource Centre, Day Care Centre and Dentist. These extensive new or renovated buildings greatly improve the overall accessibility to shire facilities.
- Installation of automatic sliding doors at both entrances to the Shire of Corrigin Administration and Community Resource Centre.
- Building of a new administration office at the Shire Depot with full accessibility, including accessible toilets.
- Improvements to the footpath infrastructure throughout the Corrigin townsite to allow for wheelchairs and gopher access. This is a continual program of improvement.
- Improvements to parking facilities at shire buildings including the installation of accessible parking bays in suitable locations.
- Inclusion of accessible pathways and toilets through major parkland developments at the Adventure Playground.
- Increased availability to Shire communications and information via electronic means, via the Shire website, email and social media.

Access and Inclusion Policy Statement

The Shire of Corrigin is committed to ensuring that the community is accessible for and inclusive of people with disability, their families and carers.

The Shire of Corrigin interprets an accessible and inclusive community as one in which all Council functions, facilities and services (both in-house and contracted) are open, available and accessible to people with disability, providing them with the same opportunities, rights and responsibilities as other people in the community.

The Shire of Corrigin:

- recognises that people with disability are valued members of the community who make a variety of contributions to local social, economic and cultural life;
- believes that a community that recognises its diversity and supports the participation and inclusion of all of its members makes for a richer community life;
- believes that people with disability, their families and carers should be supported to remain in the community;
- is committed to consulting with people with disability, their families and carers and disability organisations in addressing barriers to access and inclusion;
- will ensure its agents and contractors work towards the desired outcomes in the DAIP;
- is committed to supporting local community groups and businesses to provide access and inclusion of people with disability; and
- is committed to achieving the seven desired outcomes of its DAIP.

These are:

1. People with disability have the same opportunities as other people to access the services of, and any events organised by, the relevant public authority.
2. People with disability have the same opportunities as other people to access the buildings and other facilities of the relevant public authority.
3. People with disability receive information from the relevant public authority in a format that will enable them to access the information as readily as other people are able to access it.
4. People with disability receive the same level and quality of service from the staff of the relevant public authority.
5. People with disability have the same opportunities as other people to make complaints to the relevant public authority.
6. People with disability have the same opportunities as other people to participate in any public consultation by the relevant public authority.
7. People with disability have the same opportunities as other people to obtain and maintain employment with a public authority.

Development of the Disability Access and Inclusion Plan

Responsibility for the Planning Process

The Governance Projects Officer has responsibility to oversee the development, implementation, review and evaluation of the plan. The final plan is endorsed by Council and it is the responsibility of all officers to implement the relevant actions.

Community Consultation Process

In December 2019, the Shire undertook to review its Disability Access and Inclusion Plan (DAIP), consult with key stakeholders and draft a new DAIP to guide further improvements to access and inclusion.

The process included:

- Examination of the existing Shire of Corrigin DAIP 2014 to 2019 and subsequent progress reports to see what has been achieved and what still needs work;
- Consultation with key staff; and
- Consultation with the community.

The Disability Services Act Regulations (2004) set out the minimum consultation requirements for public authorities in relation to Disability Access and Inclusion Plans (DAIPs). Local Governments must call for submissions (either general or specific) by notice in a newspaper circulating in the Local Government area and on any website maintained by or on behalf of the Local Government. Other mechanisms may also be used.

The following consultation methods were used:

- In December 2019 the community was informed through the local newsletter, social media, the Shire's website and direct contact via email and telephone that the Shire was revising the existing DAIP to address barriers to access for people with disability and their families. The community were invited to an informal community consultation session on 11 December 2019.

- Seven community members attended the consultation session along with the Governance Projects Officer, whilst not a significant number in attendance the age range was from a young mother through to more senior members of the community. The session went for 1½ hours and whilst feedback was mostly of a positive nature and the group commended the Shire on improvements made over the past ten years there were group detailed discussion on how facilities, events and information access could be further improved.
- The Governance Projects Officer also made contact with local organisations to discuss the barriers to services and facilities. These organisations are the Senior Citizens Committee, local hospital and the District High School.
- Shire staff were also consulted as part of the consultation process.

Findings of the Consultation

The review and consultation found that there was general agreement that the Shire had achieved a number of improvements to the services available for people with disability over the past ten years. The individuals and organisations that did respond to the consultation believed that any areas of concern were adequately addressed in the DAIP and they had nothing further to contribute.

Some of the major points to come from the community consultation session held in December 2019 are listed below:

- Promotion of the town as having excellent facilities for visitors and residents. Most in the room emphasised the point that when they travel they make sure their route has accessible facilities available and further promotion of Corrigin could increase awareness and assist people with disability to know that Corrigin is proactive in being disability friendly.
- The installation of tactile strips at Council facilities has improved access for those with site impairments. This is particularly needed when brick paving is similar colour over differing heights.
- Access to the town oval from the Corrigin Recreation and Events Centre (CREC) is quite difficult, this is also the case for parents with prams.
- Change facilities at CREC are not available to the entire community and do not cater to older children or adults. At present there only baby changing stations available.
- A suggestion of quiet spaces available at events to cater to people with sensory issues.
- Gopher access (specific parking areas) in the main street was discussed and the possibility of accessible car bays.
- Training of councillors, staff and the general community to raise awareness.

Responsibility for Implementing the DAIP

Implementation of the DAIP is the responsibility of all areas of the Shire. The Disability Services Act (1993) requires all public authorities to take all practical measures to ensure that the DAIP is implemented by its officers, employees, agents and contractors.

Communicating the plan to staff, contractors and people with disability

The community was informed through the local newspaper that copies of the plan were available upon request and in alternative formats if required, including hard copy in standard and large print, electronic format, audio format, by email and on the Shire's website.

As plans are amended Shire staff, contractors and the community will be advised of the availability of updated plans, using the above methods.

Review and Evaluation Mechanisms

The Disability Services Act requires that DAIPs be reviewed at least every five years. Whenever the DAIP is amended, a copy of the amended plan must be lodged with the Department of Communities. The Implementation Plan can be updated more frequently if desired.

Monitoring and Reviewing

The employee with responsibility for the DAIP will analyse progress in implementing the DAIP and provide a report to management and Council on progress and recommended changes to the implementation plan annually.

The Shire's DAIP will be reviewed and submitted to the Department of Communities in 2026. The report will outline what has been achieved under the Shire's DAIP 2020 - 2025.

Evaluation

An evaluation will occur as part of the five-yearly review of the DAIP. The community, staff and Elected Members will be consulted as per the endorsed consultation strategies, as part of any evaluation.

Reporting on the DAIP

The Disability Services Act requires the Shire to report on the implementation of its DAIP in its annual report outlining:

- progress towards the desired outcomes of its DAIP;
- progress of its agents and contractors towards meeting the seven desired outcomes; and
- the strategies used to inform agents and contractors of its DAIP, including forming part of the contract documentation, links to the relevant section on Council's website and inclusion in the annual report as well as development of an overarching policy and procedure for agents and contractors.

The Shire is also required to report on progress in the prescribed format to the Department of Communities by the beginning of July each year.

Strategies to Improve Access and Inclusion

The following overarching strategies have been developed to address each of the seven desired outcome areas of the Disability Services Act from feedback gained in the consultation process. These will form the basis of the Implementation Plan.

Outcome 1: People with disability have the same opportunities as other people to access the services of, and any events organised by, a public authority.

Strategy	Timeline
Ensure that people with disability are consulted on their needs for services and the accessibility of current services.	Dec 2025
Monitor Shire services to ensure equitable access and inclusion.	Annually
Improve access to the information in the library, resource centre and the Shire Administration office.	Ongoing
Develop the links between the DAIP and other shire plans and strategies.	July 2022
Ensure that events, whether organised or funded, are accessible to people with disability.	Ongoing

Outcome 2: People with disability have the same opportunities as other people to access the buildings and other facilities of a public authority.

Strategy	Timeline
Ensure that all buildings and facilities meet the standards for access and any demonstrated additional need.	December 2021
Ensure that all new or redevelopment works provide access to people with disability, where practicable.	Ongoing
Ensure that ACROD parking meets the needs of people with disability in terms of quantity and location (possibly gopher parking).	Ongoing
Advocate to local businesses and tourist venues the requirements for and benefits flowing from the provision of accessible venues (Disability Friendly Town)	Ongoing
Ensure that all recreational areas are accessible.	December 2020

Outcome 3: People with disability receive information from a public authority in a format that will enable them to access the information as readily as other people are able to access it.

Strategy	Timeline
Ensure that the community is aware that Shire information is available in alternative formats upon request.	December 2020 Ongoing
Improve staff and Council awareness of accessible information needs and how to provide information in other formats.	December 2020 Ongoing
Ensure that the Shire's website continues to meet contemporary good practice.	Ongoing

Outcome 4: People with disability receive the same level and quality of service from the employees of a public authority as other people receive from the employees of that public authority.

Strategy	Timeline
Ensure that all councillors, employees and contractors, existing and new, and Elected Members are aware of disability and access issues and have the skills to provide appropriate services.	December 2020 Ongoing
Continually improve community awareness about disability and access issues.	December 2020 Ongoing

Outcome 5: People with disability have the same opportunities as other people to make complaints to a public authority.

Strategy	Timeline
Continue to ensure that grievance mechanisms are accessible for people with disability and are acted upon.	December 2020 Ongoing

Outcome 6: People with disability have the same opportunities as other people to participate in any public consultation by a public authority.

Strategy	Timeline
Ensure that people with disability are actively consulted about the DAIP and any other significant planning processes.	February 2020 Ongoing
Ensure that people with disability are aware of and can access other established consultative processes.	July 2020

Outcome 7: People with disability have the same opportunities as other people to obtain and maintain employment with a public authority.

Strategy	Timeline
Ensure the Shire management are aware and use inclusive recruitment practices.	July 2020 Ongoing
Improve methods of attracting, recruiting and retaining people with disability.	December 2020 Ongoing

Appendix 1

Progress between 2004 to 2019 under the Disability Access and Inclusion Plan.

1. Existing functions, facilities and services are adapted to meet the needs of people with disability.

- Street lighting has been improved to provide a sufficient level for public roads, footpaths and access ways, immediate attention and a works request system has been implemented.
- Large print and talking books are available from the Corrigin Library, this will continue to be expanded.
- Council has expanded the use of obtaining information via electronic means and is continually improving this level of service via the Shire website and social media.

2. Access to buildings and facilities has been improved.

- Improved access was provided to the Shire Administration building and Community Resource Centre with the installation of automatic sliding doors to both entries. These buildings now include a ramp, easy access parking bays in close proximity to doors, automatic sliding doors to both entries, and an accessible toilet.
- Major redevelopment of the Corrigin Swimming Pool Precinct, this has resulted in a fully accessible building and entrance to both the outside swimming pool and new indoor heated activity pool. The facility is being used by locals and people travelling from surrounding towns in need of therapy. The facility includes an automated chair lift donated by the local Rotary Club.
- Major redevelopment of the sporting facilities at the town oval with the building of the Corrigin Recreation and Events Centre. This building was completed in 2016 and includes accessible ramps, numerous accessible toilets and showers, wide walkways and a hearing loop in the main function room. (Improvements to access the main oval from the building is still being investigated and was a common grievance with the community consultation).

- Major renovations have been completed at the Medical Centre and Dental Surgery which include disabled access ramps, doors and accessible toilets and showers.
- A new community day care facility has been built which is fully accessible for children and carers. The building includes accessible toilet and shower, wide hallways and entries. The garden also includes accessible footpaths and play facilities.
- A new public toilet block was built at Miss B's park which includes an accessible toilet.
- A new park was built in Gayfer Street which includes footpaths throughout for easy wheelchair access and park furniture which allows wheelchair access. The addition of new toilet block to this park has further enhanced the area, the toilet block includes accessible toilets.
- Footpaths throughout the town have been upgraded and kerb ramps installed to greatly improve access for wheelchairs, gophers and prams, this is an ongoing project.
- Enhancement of the Shire Depot facilities to improve accessibility for the Shire workforce, this included a new administration office with ramp access, new ablutions for all staff including an accessible toilet and shower.

3. Information about functions, facilities and services is provided in formats which meet the communication needs of people with disability.

- Information was made available in alternative formats on request.
- The availability of alternative format information was promoted via local newspaper, social media and the Shire of Corrigin website.

4. Employee awareness of the needs of people with disability and skills in delivering services is improved.

- All Shire employees receive informal disability awareness training on an ongoing basis.
- Improvements to the Shire of Corrigin's policies, procedures and plans has occurred. This has included a review of the Disability Access and Inclusion Plan, Equal Employment Opportunity Plan and a new Recruitment and Selection Procedure.
- The staff have undertaken some in-house training in May 2017 which was arranged in conjunction with our local Disability Employment Service provider and the Department of Communities.

- Shire employees with disability are supported by other staff, especially with assistance provided at staff training – buddy system in operation.
- Shire Management meet regularly with the local Disability Employment Service provider to maximise employee satisfaction and capability.
- Further staff training has been conducted with a Workplace Behaviours/Equal Employment Opportunity workshop for all staff in May 2017.

5. Opportunities are provided for people with disability to participate in public consultations, grievance mechanisms and decision-making processes.

- Information on consultations was simplified and made available in alternative formats upon request.
- Local Government election voting was held in accessible buildings and services were available to suit people using wheelchairs.
- Council adopted a Draft Community Engagement Policy in October 2019 which includes measures to ensure equitable access to community consultations and decision making processes. This plan will be out for community consultation before final approval in Feb/March 2020.

Implementation Plan

The Implementation Plan details the task, timelines and responsibilities for each broad strategy to be implemented in 2020-2025 to progress the strategies of the DAIP.

It is intended that the Implementation Plan will be updated annually to progress the achievement of all the strategies over the duration of the five year plan.

Outcome 1: People with disability have the same opportunities as other people to access the services of, and any events organised, by the Shire of Corrigin.			
Strategy	Task	Task Timeline	Responsibility
Ensure that people with disability are consulted on their need for services and the accessibility of current services.	<ul style="list-style-type: none"> • Develop consultation guidelines for all future reviews of services as part of the Shire Community Engagement Policy. 	June 2020	CEO
Monitor Shire services to ensure equitable access and inclusion.	<ul style="list-style-type: none"> • Conduct systematic reviews of the accessibility of services. • Rectify identified barriers and provide feedback to consumers. 	December 2020 Annually	CEO/DCEO/GPO
		December 2021	CEO
Develop links between the DAIP and other Shire plans and strategies.	<ul style="list-style-type: none"> • Incorporate the objectives and strategies of the DAIP into the Shire's existing planning processes, particularly the Strategic Plan and Workforce Plan. 	July 2022	CEO/DCEO
Ensure that events, whether provided or funded, are accessible to people with disability.	<ul style="list-style-type: none"> • Ensure all events are planned using the Accessible Events checklist (available from the Department of Communities, (include quiet areas at all events)). 	July 2020	Event Organiser
Improve access to the information in the library.	<ul style="list-style-type: none"> • Continue to improve the range of talking and large print books for community members. 	July 2020	Community Resource Centre

Outcome 2: People with disability have the same opportunities as other people to access the buildings and other facilities of the Shire of Corrigin.			
Strategy	Task	Task Timeline	Responsibility
Ensure that all buildings and facilities meet the standards for access and any demonstrated additional need.	<ul style="list-style-type: none"> • Identify access barriers to buildings and facilities. • Prioritise and make a submission to Council to commence work on rectifying identified barriers (include tactile strips to pathways). 	<p>March 2020</p> <p>May 2020</p>	<p>Building Supervisor, Environmental Health Officers/Building Surveyor</p>
Ensure that all new or redevelopment works provide access to people with disability, where practicable.	<ul style="list-style-type: none"> • Ensure that the legal requirements for access are met in all plans for new or redeveloped buildings and facilities. • Ensure that no development application is signed off without a declaration that it meets the legal requirements. • Ensure that key staff are trained and kept up to date with the legal requirements. 	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	<p>Environmental Health Officers/Contracted Building Surveyor</p>
Ensure that ACROD parking meets the needs of people with disability in terms of quantity and location.	<ul style="list-style-type: none"> • Undertake an audit of ACROD bays and implement a program to rectify any non compliance. • Identify the need for additional bays at some locations. 	<p>April 2020</p> <p>April 2020</p>	<p>Governance Projects Officer</p> <p>Governance Projects Officer</p>

Strategy	Task	Task Timeline	Responsibility
Advocate to local businesses and tourist venues the requirements for, and benefits flowing from, the provision of accessible venues.	<ul style="list-style-type: none"> • Provide information (available on the Department of Communities website), on the needs of people with disability and of legal requirements and best practice. • Promote access to business. • Make access information available on the Shire's website. 	December 2020	CEO/Corrigin Resource Centre
Ensure that all recreational areas are accessible.	<ul style="list-style-type: none"> • Conduct audit of Shire pool, Community Halls, sporting facilities and playground areas. • Develop and implement a program of progressive upgrade. 	May 2020 December 2020	Building Maintenance Officer, GPO

Outcome 3: People with disability receive information from the Shire of Corrigin in a format that will enable them to access the information as readily as other people are able to access it.

Strategy	Task	Task Timeline	Responsibility
Ensure that the community is aware that Shire information is available in alternative formats upon request.	<ul style="list-style-type: none"> • Ensure that all public documents carry a notation that it is available in alternative formats. • Publicise the availability of other formats in the local newspaper, when documents are included. 	February 2020 July 2020	CEO/DCEO/ Executive Support Officer/Community Resource Centre
Improve employee awareness of accessible information needs and how to provide information in other formats.	<ul style="list-style-type: none"> • Train employees in providing accessible information. 	March 2020 Ongoing	CEO/DCEO/Managers
Ensure that the Shire's website meets contemporary good practice.	<ul style="list-style-type: none"> • Continually update and improve website to ensure it provides information regarding the availability of information in alternative formats. 	February 2020 Ongoing	Community Resource Centre Coordinator

Outcome 4: People with disability receive the same level and quality of service from the employees of the Shire of Corrigin as other people receive.

Strategy	Task	Task Timeline	Responsibility
Ensure that Elected Members and employees are aware of access needs and can provide appropriate services.	<ul style="list-style-type: none"> • Determine training needs of employees and conduct training as required as part of overall workforce planning. 	May 2020	CEO/DCEO
Improve community awareness of disability and access issues.	<ul style="list-style-type: none"> • Develop strategies on an annual basis when reviewing DAIP implementation plan. 	December 2020	CEO/DCEO/GPO

Outcome 5: People with disability have the same opportunities as other people to make complaints to the Shire of Corrigin.			
Strategy	Task	Task Timeline	Responsibility
Ensure that grievance mechanisms are accessible for people with disability and are acted upon.	<ul style="list-style-type: none"> • Review current grievance mechanisms and implement any recommendations. • Further develop other methods of making complaints, such as web-based forms. • Promote accessible complaints mechanisms to the community. 	<p>July 2020</p> <p>December 2020</p> <p>December 2020</p>	<p>CEO/DCEO/ Customer Service Coordinator/ Community Resource Coordinator/GPO</p>

Outcome 6: People with disability have the same opportunities as other people to participate in any public consultation by the Shire of Corrigin.

Strategy	Task	Task Timeline	Responsibility
Ensure that people with disability are actively consulted about the DAIP and any other significant planning processes.	<ul style="list-style-type: none"> • Consult people with disability in a range of different consultation mediums, eg interviews, surveys, community organisation meetings as per the community engagement policy. • Develop a register of people to provide comment on access and inclusion issues. 	Ongoing March 2020	CEO/GPO/ Councillors
Ensure that people with disability are aware of and can access other established consultative processes.	<ul style="list-style-type: none"> • Continue to ensure agendas, minutes and other documents are available on request in alternative formats and are published on the Shire's website. 	Ongoing	Executive Support Officer/ Community Resource Centre Coordinator

Outcome 7: People with disability have the same opportunities as other people to obtain and maintain employment with the Shire of Corrigin.

Strategy	Task	Task Timeline	Responsibility
Use inclusive recruitment practices.	<ul style="list-style-type: none"> • Make sure job advertisements are in an acceptable format (12 or 14pt, Arial). • Include Equal Employment Opportunity statement in the advert. “The Shire values diversity in its workforce and encourages applications from all age groups and cultural backgrounds” • Make sure the interview is held in an accessible venue. 	<p>February 2020</p> <p>February 2020</p> <p>February 2020</p>	CEO/DCEO/ Manager Works & Services/ Executive Support Officer
Improve methods of attracting, recruiting and retaining people with disability.	<ul style="list-style-type: none"> • Examine current methods of recruitment. • Assess current percentage of employees with disability. • Ensure that the needs of all members of staff with disability whether permanent or short term are catered for, eg return to work program after illness, age, or physical or mental needs change. 	<p>March 2020</p> <p>December 2020</p> <p>Ongoing</p>	CEO/DCEO/Manager Works & Services