



# Disability Access & Inclusion Plan 2016 – 2020

Shire of Woodanilling

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#### CHANGE HISTORY

Version:	Issue Date:	Author	Reason for Change:
1	14 October 2011	Shire of Woodanilling	5 year review & update.
2	21 July 2015	Shire of Woodanilling	Outcome 7
3	23 January 2017	Shire of Woodanilling	5 year review & update.

## *Acknowledgements*

The Shire of Woodanilling acknowledges the input received from many individuals and groups within the community, which has been invaluable in the preparation of this Disability Access Inclusion Plan. In particular, thanks are given to shire council staff and individual community members.

## Background

### Shire of Woodanilling

The Shire of Woodanilling is located in the Great Southern and covers an area of 1,126 square kilometres. Major industries are agriculture, including grain growers and sheep farmers.

The main town site, Woodanilling, is located on the Great Southern Highway with a population of approximately 100. Other localities covered by the Shire of Woodanilling are Glencoe, Cartmeticup, Boyerine, Kenmare, Westwood and Beaufort River.

The Woodanilling Road Board was formed in 1906; the board consisted of a secretary, chairman and 7 members. With the introduction of the *Local Government Act 1960*, the Woodanilling Road Board was renamed to the Shire of Woodanilling where a president, deputy president and five members formed the Shire Council. Under this Act, the administration then consisted of a shire clerk, formally the secretary. In 1995 the *Local Government Act* was revised, which amongst other things, renamed the administration to chief executive officer, formally the shire clerk.

The Shire administration centre is located at 3316 Robinson Road and the depot is located on Depot Road in Woodanilling. The Shire currently employs twelve (12) permanent full time employees and three (3) permanent part time employees (as at October 2011), along with various casual employees throughout each year.

- Area in Square Km - 1126
- Distance from Perth - 252km
- Total Revenue - 1,533,944
- Population - 423
- Number of Rate Ass - 351
- Number of Dwellings - 160
- Roads - 84.36 km Sealed  
- 4153.47 km Unsealed

### Functions, facilities and Services (both in-house and Contracted) provided by the shire of Woodanilling

The Shire of Woodanilling 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; public library and information services; youth services and community events.

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

**General administration:** the provision of general information to the public and the lodging of complaints and payment of fees including rates, dog licences, and Department of Planning & Infrastructure Transport Licensing Agency.

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

## People with a Disability in the Shire of Woodanilling

The residential population of the Shire of Woodanilling was estimated at 351 people in the 2011. According to the Australian Bureau of Statistics (ABS) Survey of Disability, Ageing and Carers (2009), 17.4% of Western Australians or just under one in five people, identify themselves as having some form of disability.

The main type of disability in Western Australia is physical disability.

## Planning for better access

The Western Australia Disability Services Act 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) amended 1988 and the Commonwealth Disability Discrimination Act 1992 (DDA), both of which make discrimination on the basis of a person's disability unlawful.

Planning for people with a disability will also provide benefits to other members of the community who may be disadvantaged in terms of access. Examples include:

- parents with prams and seniors who find it difficult to negotiate steps or steep gradients;
- people who have a temporary disability through accident or illness;
- tourists and people from culturally and linguistically diverse backgrounds who may find it difficult to read signs or understand information; and
- small children who have difficulty climbing steps or understanding information.

People with a disability face barriers to everyday activities such as hearing what is said, seeing small print, climbing stairs or understanding signage. The impact these barriers create on the life of the person concerned can be major, particularly if the individual has multiples of disability.

## Progress since 1995

The Shire of Woodanilling 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 1996 to address the access barriers within the community.

Since the adoption of the initial DSP, the Shire has implemented many initiatives and made significant progress towards better access. Some of these are highlighted in Appendix 1 under the relevant key outcome headings of the 1996 DSP.

## *Access and Inclusion Policy Statement*

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

The Shire of Woodanilling 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 a disability, providing them with the same opportunities, rights and responsibilities as other people in the community.

The Shire of Woodanilling:

- recognises that people with a 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 a disability, their families and carers should be supported to remain in the community;
- is committed to consulting with people with a 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 that people with a disability have the same opportunities as other people to access.

## *Development of the Disability Access and Inclusion Plan*

### **Responsibility for the planning process**

The Chief Executive 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. It is a requirement of the Act that public authorities must take all practical measures to ensure that the DAIP is implemented by its staff, agents and contractors.



## **Community consultation process**

The following consultation and communication strategies are undertaken in accordance with the Disability Services Act 1993 (amended 2004):

- On the Shire of Woodanilling website
- An advertisement placed in the local newspaper and local monthly newsletter
- Staff advised via the intranet.

## **Communication of the DAIP**

The following consultation and communication strategies will be undertaken in accordance with the Disability Services Act 1993 (amended 2004): Following the Community Consultation process, the DAIP will be finalised and submitted to the Disability Services Commission. The community will be informed of the final DAIP through an advertisement in the local newspaper, newsletter and on the Shire's website. The website provides information that copies of the DAIP are available upon request and in alternative formats if required, including hard copy in standard and large print, electronic format, audio format on cassette or CD, or by email. Staff will be informed of the final DAIP through an all-staff email and the DAIP has been placed on the office's intranet.

## **Review and evaluation mechanisms**

The Disability Services Act requires that DAIPs be reviewed at least every 5 years. Whenever the DAIP is amended, a copy of the amended plan must be lodged with the Disability Services Commission. 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 Disability Services Commission in 2021. The report will outline what has been achieved under the Shire's DAIP 2016-2020.

## **Evaluation**

- An evaluation will occur as part of the 5-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, when used, of the DAIP by providing a link to the Shire's website.

The Shire is also required to report on progress in the prescribed format to the Disability Services Commission by June 30 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 a disability have the same opportunities as other people to access the services of, and any events organised by, the Shire of Woodanilling.**

Strategy	Timeline
Raise the Shire's capacity to meet the service needs of staff, residents and visitors with a disability.	
Raise the Shire's capacity to ensure people with a disability have the same opportunities as others to access any events organised by the Shire of Woodanilling.	
Monitor Shire services to ensure equitable access and inclusion.	

### **OUTCOME 2 People with a disability have the same opportunities as other people to access the buildings and other facilities of the Shire of Woodanilling.**

Strategy	Timeline
Raise the Shire's elected members and employees' capacity to understand the access needs of staff, the community and visitors with a disability access and any demonstrated additional need.	
Improve access to the physical environment for people with a disability.	
Monitor the overall implementation of the strategies under this objective and other physical access projects.	
Advocate to local businesses and tourist venues the requirements for, and benefits flowing from, the provision of accessible venues.	

### **OUTCOME 3 People with a disability receive information from the Shire of Woodanilling in a format that will enable them to access the information as readily as other people are able to access it.**

Strategy	Timeline
Raise the capacity of the Shire to enable people with a disability to access information.	
Improve access to information.	

**OUTCOME 4 People with a disability receive the same level and quality of service from employees of the Shire of Woodanilling as other people receive from the staff at the Shire.**

Strategy	Timeline
Raise the capacity of staff to provide same level and quality of service.	
Monitor the provision of service.	

**OUTCOME 5 People with a disability have the same opportunities as other people to make complaints to the Shire of Woodanilling.**

Strategy	Timeline
Raise the capacity to receive complaints from people with a disability.	
Complaints received about disability or from people with a disability are monitored and managed appropriately.	

**OUTCOME 6 People with a disability have the same opportunities as other people to participate in any public consultation by the Shire of Woodanilling.**

Strategy	Timeline
Raise the capacity of people with a disability to participate in decision making.	
Enhance monitoring of participation of people with a disability in decision making.	

**OUTCOME 7 People with a disability have the same opportunities as other people to obtain and maintain employment with the Shire of Woodanilling.**

Strategy	Timeline
Develop the capacity to maintain employment and development opportunities for staff with disability.	
Improve access to the physical environment of the staff only areas of the Shire office for staff with a disability.	
Promote employment and development opportunities for staff with a disability.	



## Appendix 1

Progress since 1996 under the Disability Service Plan

### **OUTCOME 1 People with a disability have the same opportunities as other people to access the services of, and any events organised by, the Shire of Woodanilling**

- The annual Australia Day Breakfast function is held at the Woodanilling Recreation Shed which provides easy wheelchair access. A public address system is always used to ensure all participants can hear speeches including people with hearing impairment.
- A priority bin service was developed to assist people who are unable to move their bin to and from the kerbside, upon request.
- Large print books are provided for vision impaired community members.
- The position of Library resources have been changed so that they are within easy reach for people with a disability; children's books relocated to the lower shelves.
- All events are organised in facilities accessible to people with a disability. For private events the most suitable venue is recommended following discussions with the individuals as to their accessibility needs.
- Letters were sent to seven (7) Woodanilling businesses together with Accessible Information Sheets on aspects which related to their area of business.
- The objectives and strategies of the DAIP have been incorporated into the Shire's Strategic plan and existing planning processes.

### **OUTCOME 2 People with a disability have the same opportunities as other people to access the buildings and other facilities of the Shire of Woodanilling**

- The new Woodanilling Recreation Centre Pavilion building provided an accessible toilet and entrance doors were at ground level to enable easy wheelchair access.
- Improved access was provided to Council's administration building, including a paved and ramped entry paths and relocation of easy access parking bays.
- Unisex accessible public toilets were built at the town's Centenary Park.
- Footpaths in the main street were upgraded and kerb ramps installed.
- Accessible toilet built in the Town Hall.

- Automatic opening double front doors installed at the entrance to Council's administration buildings..
- Health Building Surveys are undertaken on the redevelopment works.
- Audit of parking bays was undertaken and ACROD parking bays provided outside the Woodanilling Tavern, Woodanilling Recreation Centre Pavilion and Council's administration building.
- Two new redevelopment works (Well Aged) provide access to people with a disability, where practicable.
- When property changes hands the new owners is provided with information on accessibility of design.

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

- Information was made available in alternative formats on request.
- State Government Access Guidelines for Information, Services and Facilities were made available on Shire employee's intranet site.

**OUTCOME 4 People with a disability receive the same level and quality of service from employees of the Shire of Woodanilling as other people receive from the staff at the Shire.**

- Administration centre staff viewed a training DVD which gave practical advice on providing good customer service to people with a variety of disabilities (October 2010).
- Audit undertaken of Staff's Knowledge of disability access and awareness training, and needs identified (2016).

**OUTCOME 5 People with a disability have the same opportunities as other people to make complaints to the Shire of Woodanilling.**

**OUTCOME 6 People with a disability have the same opportunities as other people to participate in any public consultation by the Shire of Woodanilling.**

- Information on consultations was simplified and made available in alternative formats upon request.
- Municipal election voting was held in accessible buildings and some voting booths were modified to suit people using wheelchairs, and postal voting was accepted.
- Review of current grievance mechanisms undertaken (2012) and recommendations implemented including putting the complaints form on line. Residents have been invited to telephone or visit the Council's administration buildings to receive assistance from staff.

- Focus groups are invited to participate on committees of interest.

**OUTCOME 7 People with a disability receive the same level and quality of service from employees of the Shire of Woodanilling as other people receive.**

- Introduction of recruitment practices to ensure equal employment opportunities.
- Shire EEO Policy implemented.
- Employee inductions updated to include clear statements on Councils approach to disability.
- Job descriptions updated to include Shire EEO Policy.
- Review undertaken of Council's administration building & facilities for disability access.
- A ramp was built provided access between the carpark and the front entrance of the Council's administration building.
- Council's administration building & facilities have been upgraded to allow for disability access

## *Implementation Plan 2016 - 2020*

The Implementation Plan details the task, timelines and responsibilities for each broad strategy to be implemented in 2016 – 2020 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 a disability have the same opportunities as other people to access the services of, and any events organised by, the Shire of Woodanilling.**

Strategy	Task	Task Timeline
Raise the Shire's capacity to meet the service needs of staff, residents and visitors with a disability.	<ul style="list-style-type: none"> <li>• Ensure that recognition of the needs of the community and staff with a disability is embedded into all relevant policies.</li> <li>• Consult with community groups and stakeholders for information about the Shire better meeting the wider community access and inclusion needs of people with a disability.</li> <li>• Ensure that the Shire operational areas continue to be appropriately resourced to meet their obligations under the Shire's DAIP.</li> </ul>	
Raise the Shire's capacity to ensure people with a disability	<ul style="list-style-type: none"> <li>• Ensure the Shire of Woodanilling's events information is available in multiple formats, providing a range of accessible options to</li> </ul>	

have the same opportunities as others to access any events organised by the Shire of Woodanilling.	<p>residents, staff and stakeholders.</p> <ul style="list-style-type: none"> <li>• Ensure all events are planned using the Accessible Events checklist.</li> </ul>	
Monitor Shire services to ensure equitable access and inclusion.	<ul style="list-style-type: none"> <li>• Conduct systematic reviews of the accessibility of services.</li> </ul>	

**OUTCOME 2 People with a disability have the same opportunities as other people to access the buildings and other facilities of the Shire of Woodanilling.**

Strategy	Task	Task Timeline
Raise the Shire's elected members and employees' capacity to understand the access needs of staff, residents and visitors with a disability access and any demonstrated additional need.	<ul style="list-style-type: none"> <li>• Ensure key Shire staff and Council Members are aware of the need for the Shire to be proactive in the way the Shire identifies and addresses the access needs of the community and visitors.</li> <li>• Provide all relevant staff and professional consultants with training in the requirements of the Standards and Universal Design.</li> <li>• Provide disability awareness training to all relevant Council Members and staff, so that they understand the thinking behind the Codes and Standards.</li> <li>• Improve awareness of physical access facilities and barriers, including travel and parking issues, and explore solutions.</li> <li>• Make a demonstrated understanding of access issues an essential criterion in relevant Planning, Design and Construction position descriptions.</li> <li>• Maintain requirement for contract staff and consultants to comply with the Shire's legislative obligations.</li> </ul>	
Improve access to the physical environment for people with a disability.	<ul style="list-style-type: none"> <li>• Embed the Shire of Woodanilling Building Standards into all design, construction, refurbishment and landscaping projects.</li> <li>• Conduct a comprehensive access audit at an early stage of each project and require a report that every access issue has had appropriate consideration.</li> <li>• Ensure that all major constructions and refurbishments have provision in the budget for a registered Access Consultant to be engaged across the life of the project, from the scoping stage onwards.</li> <li>• Ensure that no development application is signed off without a declaration that it meets the legal requirements</li> <li>• Centenary Park Accessible toilets recommendations: Combine toilet and basin areas into one space; relocate the toilet door; provide a D type lever handle and ensure the</li> </ul>	

	<p>door can be unlocked and opened by one hand by a snib catch; ensure there is at least 1400mm space in front of the pan and 1250mm at 1 side ensure rails are 800 – 810mm high and position a rail behind the toilet; provide lighting for periods of low light.</p> <ul style="list-style-type: none"> <li>• Town Hall Accessible toilet recommendations: Provide separate entrances for the male and accessible toilets; combine accessible toilet area and basin area into one space; provide a D type lever handle and ensure the door can be unlocked and opened by one hand by a snib catch; ensure there is at least 1400mm space in front of the pan and 1250mm at 1 side; ensure rails are 800 – 810mm high and position a rail behind the toilet.</li> <li>• Shire Offices recommendations: Remove the limestone walls lining the ramp at the Shire office and provide a kerb and kerb rails 865 – 1000mm high; replace steps outside Town Halls Western Emergency Exit with appropriate ramp &amp; pathway to muster point.</li> <li>• Recreation Centre Accessible toilets recommendations: provide a D type lever handle and ensure the door can be unlocked and opened by one hand by a snib catch.</li> <li>• Provide compliance seating every 60m between carpark areas and building entrance.</li> <li>• Provide handrails on steps at Recreation Centre between the verandah and the oval.</li> <li>• Provide adequate signage for people with disability outside and inside Shire buildings.</li> <li>• Ensure the height of the wheelchair accessible counter area in the Shire office is increased to 830-870mm.</li> <li>• Provide access for people with disability into the Mens' Shed.</li> <li>• Provide access for people with disability into the Woodanilling CWA Cottage</li> <li>• Library. Ensure that access to the information in the library is accessible to people with disability.</li> <li>• Parking, kerbs and paths. Install correct format kerbing ramps where pavements meet roads in the townsite. Ensure kerb ramps are flush with the road and pathway. Check all pavements for holes and protruding tree roots. Install accessible parking at Centenary Park large enough for medium-sized vans such as HACC, playgroups, etc who visit for picnics.</li> <li>• Recreation Areas. Provide pathways to the seating, BBQ and play areas in Centenary Park. Provide firm flooring under the seating, BBQ and play areas in Centenary Park. Provide seating suitable for people with a disability to utilise in</li> </ul>	
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	Centenary Park. Prioritise and make a submission to Council to commence work on rectifying identified barriers.	
Monitor the overall implementation of the strategies under this objective and other physical access projects.	<ul style="list-style-type: none"> <li>Report to the Board on the implementation of Shire physical access projects.</li> <li>Include access issues, including complaints, as a permanent agenda item for meetings of key staff from Management, Safety and Health, Building and maintenance.</li> <li>Undertake access audits on complete works to ensure buildings are accessible.</li> </ul>	
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"> <li>Provide information (available on the DSC website), on the needs of people with a disability and of legal requirements and best practice.</li> <li>Promote access to business.</li> </ul>	

**OUTCOME 3 People with a disability receive information from the Shire of Woodanilling 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
Raise the capacity of the Shire to enable people with disability to access information.	<ul style="list-style-type: none"> <li>Ensure there is a support mechanism for all stakeholders in providing and accessing material in the format required.</li> <li>Require the Shire website to have a link to information or page on physical access, parking, facilities, etc. for people with a disability, and to be linked to the Shire map.</li> <li>Ensure Shire web resources meet national and international standards.</li> <li>Train employees in providing accessible information.</li> </ul>	
Improve access to information.	<ul style="list-style-type: none"> <li>Continue improving all Shire websites to ensure they are accessible for all users with a disability.</li> <li>Ensure all new documents carry a notation that it is available in alternative formats.</li> <li>Make State Government Access Guidelines for Information, Services and Facilities guidelines available on the Shire employee intranet site.</li> </ul>	

**OUTCOME 4 People with a disability receive the same level and quality of service from the employees of the Shire of Woodanilling as other people receive from the staff at the Shire.**

Strategy	Task	Task Timeline
Raise the capacity of Staff to provide same level and quality of service.	<ul style="list-style-type: none"> <li>Provide guidance to staff developing or revising existing promotional material to ensure that it provides clear information for people with a disability, the supports available to them, staff</li> </ul>	



	<p>rights and responsibilities.</p> <ul style="list-style-type: none"> <li>• Provide regular Disability access and awareness training to all staff (bi-annually).</li> <li>• Council staff to promote Disability Awareness Week each year and to display promotional items in council reception area for DAW.</li> </ul>	
Monitor the provision of service.	<ul style="list-style-type: none"> <li>• Require regular reports from the Complaints Management System to identify the number and frequency of access issues raised and develop a system to ensure these are addressed appropriately.</li> </ul>	

**OUTCOME 5 People with a disability have the same opportunities as other people to make complaints to the Shire of Woodanilling.**

Strategy	Task	Task Timeline
Raise the capacity to receive complaints from people with a disability	<ul style="list-style-type: none"> <li>• Make Complaints procedures, for staff and the community, are available in alternative formats.</li> <li>• Ensure Complaints process is communicated and accessible to potential complainants.</li> <li>• Maintain Shire community awareness of complaint processes.</li> </ul>	
Complaints received about disability or from people with a disability are monitored and managed appropriately.	<ul style="list-style-type: none"> <li>• Improve ability to identify complaints relating to disability.</li> <li>• Monitor complaints and provide reports as required to Board.</li> <li>• Conduct a regular review of current grievance mechanisms and implement any recommendations.</li> </ul>	

**OUTCOME 6 People with a disability have the same opportunities as other people to participate in any public consultation by the Shire of Woodanilling.**

Strategy	Task	Task Timeline
Raise the capacity of people with a disability to participate in decision making.	<ul style="list-style-type: none"> <li>• Include people with a disability on key committees.</li> <li>• Consult people with a disability in a range of different consultation mediums, e.g. focus group, interviews, surveys.</li> <li>• Regularly review the register of people to provide comment on access and inclusion issues.</li> <li>• Support the participation of people with a disability in consultation by ensuring website is accessible and providing information in accessible formats.</li> <li>• Ensure agendas, minutes and other documents are available on request in alternative formats and are published on the Shire's website.</li> <li>• Install an audio loop in Council Chambers in next refurbishment.</li> </ul>	

Enhance monitoring of participation of people with a disability in decision making.	<ul style="list-style-type: none"> <li>Continue to monitor information obtained from Shire grievance procedures surveys and other mechanisms to ensure that emerging issues/needs or trends continue to be addressed.</li> </ul>	
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## **OUTCOME 7 People with a disability have the same opportunity as other people to obtain and maintain employment with the Shire of Woodanilling**

Strategy	Task	Task Timeline
Develop capacity to maintain employment and development opportunities for staff with a disability.	<ul style="list-style-type: none"> <li>Implement Equal opportunity policy.</li> <li>Update Councillor Inductions to include Council's approach to disability workforce &amp; workforce planning.</li> <li>Develop partnerships with disability employment services and local businesses that support all employment opportunities.</li> </ul>	
Improve access to the physical environment of the staff only areas of the Shire office for staff with a disability.	<ul style="list-style-type: none"> <li>Provide accessible pathway through office to kitchen area.</li> </ul>	
Promote employment and development opportunities for staff with a disability.	<ul style="list-style-type: none"> <li>Ensure Managers/Supervisors are aware of the capacities and capabilities of people with disability when employing staff.</li> <li>When employing a person with disability ensure supports and resources are addressed through consultation with the appropriate support employment agency and/or the Shire of Woodanilling Occupational Health and Safety Officer.</li> <li>Implement a Disability Awareness Program for employees</li> <li>Ensure that recognition of the needs staff with a disability is embedded into all relevant policies.</li> </ul>	

## *Appendix 2*

### **Outcomes of Consultation with the Woodanilling Community**

In October 2016, the community was informed of the development of the 2016 – 2020 DAIP through an advertisement in the local newspaper, newsletter and on the Shire's website and feedback was requested. There were no responses.