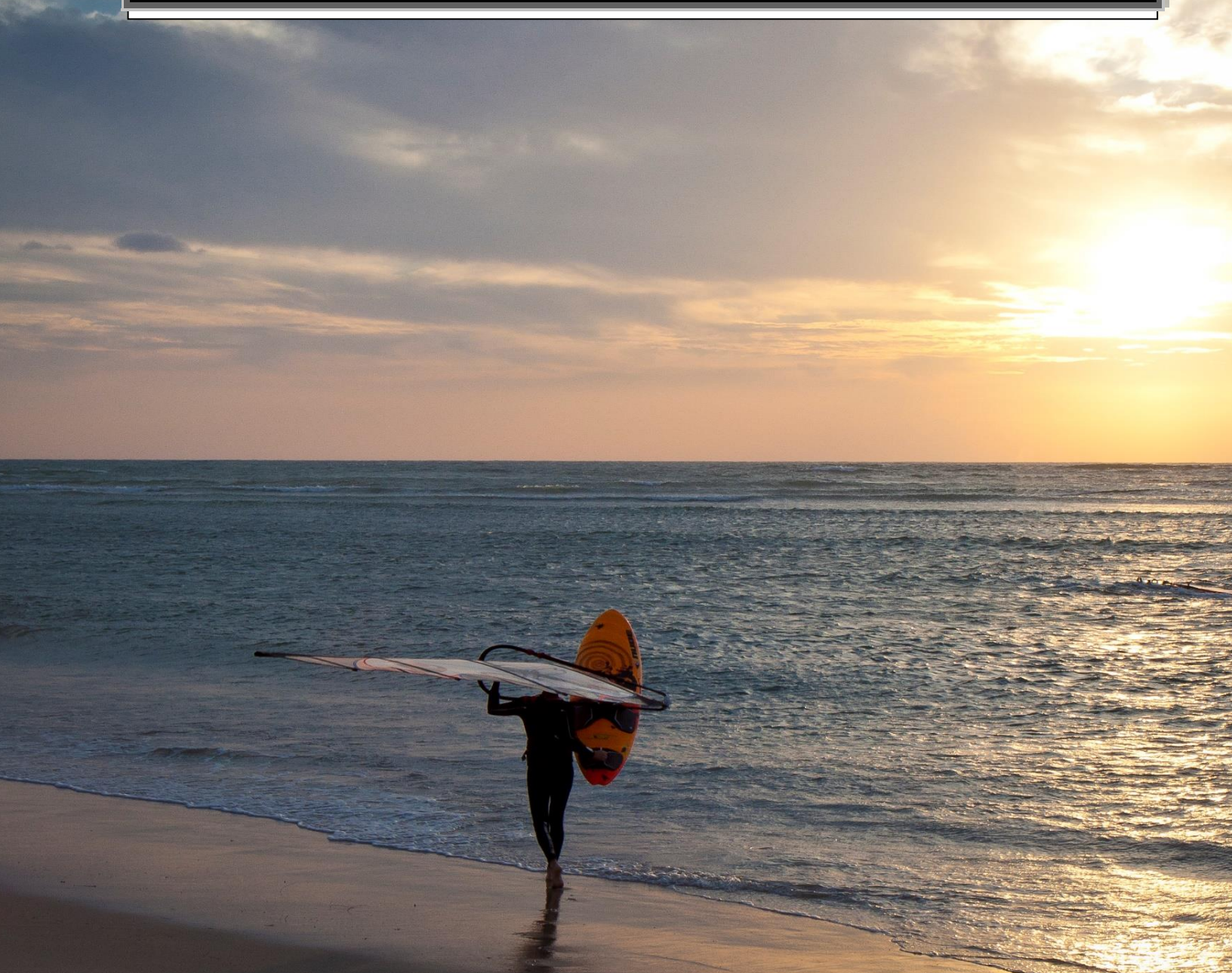




SHIRE OF

**Chapman Valley**

*love the rural life!*



# **Disability Access & Inclusion Plan**

**2020-2024**

Full Reviewed 21 March 2018 (Minute Reference: 03/18-4)  
Desktop Internal Review – April 2019, March 2020



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## **1.0 Responsibility of the Disability Access and Inclusion Plan**

The responsibility for the Disability Access Inclusion Plan is the Chief Executive Officer.

## **2.0 Background**

### **2.1 The Shire of Chapman Valley**

The Shire of Chapman Valley is located northeast of Geraldton in the Mid West of Western Australia and covers an area of approximately 4,000km<sup>2</sup>. It is bounded by the Indian Ocean and the Shire of Northampton and City of Greater Geraldton.

The Shire has a population of 1,500 (2016 Census), with the greatest concentration in the south-western section. The largest urban centre is 42km from Geraldton at Nabawa with approximately 90 residents and where the Shire administration is located along with community and sporting facilities. Yuna, a further 40km north-east has a population of approximately 20. At Yuna the Shire maintains sporting facilities, library, assists the community swimming pool and has one employee based there. Nanson 7km south of Nabawa now has a population of approximately 45 but was once the location of the Shire's administration. A community centre with satellite office facility is located in the south-western peri-urban area of the Shire.

The Shire's economy is reliant on a range of agricultural pursuits including intensive farming, grain production and wool growing. The southern section of the Shire has become popular for rural lifestyle living and includes the scenic Chapman Valley, which is a popular weekend destination for residents of Geraldton and travellers to the region.

A number of small tourist and cottage industry ventures have been established and are proving popular with visitors. Many visitors and campers are drawn to Coronation Beach, which is a world-renowned wind and kite surfing location on the Shire's 17km of coastline. The Shire maintains basic camping facilities at the beach but is currently restricted in the facilities it can provide by the lack of fresh water and power supplies.

## **2.2 Functions, facilities and services provided by the Shire of Chapman Valley**

The Shire of Chapman Valley provides;

### ***Services to properties including-***

- Construction and maintenance of Shire owned roads, buildings, footpaths, cycle facilities, walking and bridle trails and boardwalks, rubbish collection and disposal (Nabawa, Nanson townsites, south-western peri-urban area and key arterial roads only) caring for trees, street lighting, and bushfire control.

### ***Services to community include-***

- Provision and maintenance of recreation grounds, playing areas, and reserves, management of three (3) community centres and stadium, two (2) libraries and information services,, coastal management, management of specific roadside tourist areas.

### ***Regulatory services include-***

- Planning, building and ranger services. Planning of roads and subdivisions in accordance with the town planning scheme, building approvals for construction, additions and alterations. Ranger services, including enforcement of legislation for dogs, cats, litter and pools/spas inspections. Environmental health services are provided by the Shire through external contracting.

### ***General Administration including-***

- The provision of general information to the public, rates notices, vehicle licensing and postal support.

### ***Process of Government including-***

- Ordinary and special council meetings, committee meetings, electors meetings and election of Councillors.



There is a small estimate of people with disability living within the Shire. The Australia Bureau of Statistics (ABS) figures were inconclusive concerning the number of people with disability in the Shire, however the officers, council, and community are aware there are people with disability who live in the community. The expansion of urban development in the south-western corner of the Shire will increase this number, and visitors with disability to the region must be considered.

## 2.4 Planning for better access

The *Western Australian 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 facilities and services.

Other legislation underpinning access and inclusion includes the *Western Australia Equal Opportunity Act 1984* and the *Commonwealth Disability Discrimination Act 1992*, both of which make discrimination on the basis of a person’s disability.

## 2.5 Progress since 1995

The Shire of Chapman Valley is committed to facilitating the inclusion of people with disability through the improvement of access to its facilities and services. Towards this goal the Shire adopted its first Disability Service Plan in 1996 and then reviewed the Plan to address the barriers within the community for people with disability. The Disability Services Plan addressed both its statutory requirements under the *WA Disability Services Act 1993* and its obligations under the *Commonwealth Disability Discrimination Act 1992* and has undertaken the following reviews:

Year	Review Type
2001	Full Review with Community, Councillor & Senior Staff Consultation
2007	Full Review with Community, Councillor & Senior Staff Consultation
2016	Internal Desktop Review with Councillor & Senior Consultation
2017	Full Review with Community, Councillor & Senior Staff Consultation
2018	Full Review with Community, Councillor & Senior Staff Consultation
2019	Internal Desktop Review with Councillor & Senior Consultation
2020	Internal Desktop Review with Councillor & Senior Consultation



Since the adoption of the initial Disability Services Plan, the Shire has implemented many initiatives and made significant progress towards better access within the Shire of Chapman Valley, these are as follows;

***Improvement of existing functions, facilities and services to meet the needs of people with disability***

- Talking books positioned in a clearly designated and easily accessible section of the library.
- Building surveyors and planners have assisted in increasing disability access awareness of developers, and the introduction of disabled access to all newly constructed or altered public buildings, including playground and recreational areas.
- Satellite Office at the Bill Hemsley Park Community Centre with disabled access to reach out to the community, rather than to expect people to travel to Nabawa for services (e.g. building, planning applications).
- Major renovations to the Nabawa Shire Officers and Chambers to accommodate people with disabilities (e.g. widened access doors and passageways, new disabled ablution facilities)

***Improved access to community buildings and facilities***

- Unisex disabled accessible toilet block was centrally constructed in the Chapman Valley Community Centre and the Yuna Townsite.
- Footpath installed from the school to residential areas of Nabawa.
- Footpath installed from the school to the Shire Office in Nabawa.
- Access ramp installed at Yuna Library.
- ACROD car parking installed at Yuna Community Centre, Shire Administration office and Bill Hemsley Park Community Centre.

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

- Council services, functions and facilities are available on request in large print, and **computer disc** alternative formats.
- Council ensured that voting for municipal elections takes place in accessible buildings and that alternative voting arrangement is available where required.



### 3.0 Access and Inclusion Policy Statement

The Shire of Chapman Valley is committed to ensuring that the community is an accessible community for people with disability, their families and carers, via the following;

- The Shire of Chapman Valley believes that people with disability, their families and carers who live in country areas should be supported to remain in the community of their choice.
- The Shire of Chapman Valley is committed to consulting with people with disability, their families and carers and, where required, disability organisations to ensure that barriers to access are addressed appropriately.
- The Shire of Chapman Valley is committed to ensuring that its agents and contractors work towards the desired outcomes in the Disability Access and Inclusion Plan.

The Shire is also committed to achieving the seven standards of its disability access and inclusion plan which are as follows;

1. Provide a means of ensuring that people with disability have the same opportunities as others to access the services of, and any event organised by the Shire of Chapman Valley.
2. Provide a means of ensuring that people with disability have the same opportunities as others to access buildings and other facilities of the Shire of Chapman Valley.
3. Provide a means of ensuring that people with disability receive information from the Shire in a format that will enable them to access information as readily as others are able to.
4. Provide a means of ensuring that people with disability receive the same level and quality of service from the staff of the Shire of Chapman Valley
5. Provide a means of ensuring that people with disability have the same opportunities as others to give feedback to the Shire of Chapman Valley.
6. Provide a means of ensuring that people with disability have the same opportunities as others to participate in any public consultation with the Shire of Chapman Valley.
7. Provide a means of ensuring that people with disability have the same opportunities as other people to obtain and maintain employment with the Shire of Chapman Valley.



## 4.0 Strategies to Improve Access and Inclusion

The Shire of Chapman Valley is committed to achieving the following outcomes.

Timeliness of these outcomes is addressed in the implementation table in section five (5) of this DAIP document.

### 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.

Strategies
Ensure people with disability are provided with an opportunity to comment on access to services. This Strategy is directly linked to the Shire's <i>Community Communication Management Procedure</i> .
Make library technology as accessible as possible.
Council will ensure that any events are organised so that they are accessible to people with disability.
Council will ensure that all policies and practices that govern the operation of Council facilities, functions, and services are consistent with Council Policy regarding access. This Strategy is directly linked to the Shire's <i>Community Communication Management Procedure</i> .



## Outcome 2

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

Strategies
Ensure all buildings and facilities are physically accessible to people with disability.
Ensure that all new or redevelopment works provide access to people with disability, where practicable.
Ensure adequate ACROD parking to meet the demand of people with disability in terms of quantity, quality, and location.
Ensure that parks and reserves are accessible.
Increase the number of accessible playgrounds.
Improve access to beaches and the sea for people with disability.
Ensure that public toilets meet the associated accessibility standards.

## 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.

Strategies
Improve community awareness that Council information can be made available in alternative formats upon request, such as large print, and audio. This Strategy is directly linked to the Shire's <i>Community Communication Management Procedure</i> .
Improve staff awareness of accessible information needs and how to obtain information in other formats. This Strategy is directly linked to the Shire's <i>Community Communication Management Procedure</i> .
Ensure that the Shires website meets contemporary and universal design practices.

#### Outcome 4

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

Strategies
Improve staff awareness of disability and access issues and improve skills to provide good service to people with disability.
Improve the awareness of new staff and new Councillors about disability and access issues.
When required, Council will seek expert advice from the disability field on how to meet the access needs of people with disability.

#### Outcome 5

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

Strategies
Council will ensure that current grievance mechanisms are accessible for people with disability and are acted upon.

#### Outcome 6

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

Strategies
Improve community awareness about the consultation process in place.
Improve access for people with disability to the established consultative process of Council. This Strategy is directly linked to the Shire's <i>Community Communication Management Procedure</i> .
Seek broad range of views on disability and access issues from the local community.
Commit to ongoing monitoring of the DAIP to ensure implementation and satisfactory outcomes.

## Outcome 7

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

Strategies
Provide for the needs of people with disability to obtain and maintain employment.
Advocate to the community to provide the needs of people with disability to obtain and maintain employment.



## 5.0 Development of the Disability Access and Inclusion Plan

### 5.1 Responsibility for the planning process

A Building and Disability Services Committee of council was established comprising of elected members of council and council officers to oversee the development and implementation, review and evaluation of the plan and efforts have been made to include the participation of a person with a disability.

### 5.2 Community consultation

In 2018, the Shire of Chapman Valley undertook the latest full community consultative review of its Disability Services Plan and advertised for public comment/submissions to draft a new Disability Access and Inclusion Plan to guide further improvements for access and inclusion.

The process included:

- Examination of the initial Disability Services Plan and review to see what has been achieved and what still needs work
- Examination of other Council documents and strategies
- Investigation of current good practice in access and inclusion
- Consultation with key staff; and
- Consultation with the community

The community was informed through the Shire Website and Geraldton Guardian Council was reviewing its current Disability Access and Inclusion Plan to address the barriers that people with disability and their families experience in accessing council functions, facilities and services. The community was advised they could provide input into the development of the plan. The community was invited to contact Shire officers to discuss and submit comments on the draft DAIP. No submissions were received through the public consultation process. The Disability Access and Inclusion Plan was adopted at the March 2018 Council meeting, subject to submissions being received, of which there were none.

In 2019 and 2020 Council undertake a *Desktop* review of the Plan with only significant amendment be to make specific reference to the Shire's *Community Communication Management Procedure*.

### **5.3 Findings of the consultation**

While the review and consultation noted a level of achievement in improving access it also identified a range of barriers that requires redress. These include:

- Processes of Council may not be as accessible as possible.
- Events may not always be held in a manner and location that best facilitates the participation of people with disability.
- Staff may be uninformed or lacking in confidence to adequately provide the same level of service to people with disability.

The identification of these barriers informed the development of strategies in the Disability Access and Inclusion Plan. The barriers have been prioritised in order of importance, which assists setting timeframes for the completion of strategies to overcome these access barriers.

### **5.4 Responsibility for implementing the DAIP**

Implementation of the DAIP is the responsibility of all areas of the Shire of Chapman Valley. 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.

### **5.5 Communication of the plan to staff and people with disability**

The community has been advised through the local media that copies of the plan are available to the community through the Shire website, upon direct request of Shire officers, and is available in alternative formats if required.

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

Council has adopted a *Community Communications Management Procedure*, which includes:

- Sharing information required by law to be publicly available.
- Sharing information, which is of interest and benefit to the Community.
- Promoting Shire of Chapman Valley events and services.
- Promoting Public Notices and community consultation/ engagement opportunities.

## 5.6 Review and evaluation mechanisms

The *Disability Services Act 1993* requires that DAIP's be reviewed at least every 5 years. The DAIP Implementation Plan can be amended more frequently to reflect advancements of access and inclusion issues. Whenever the DAIP is amended, a copy of the amended plan must be lodged with the Disability Services Commission.

### Monitoring and reviewing

The DAIP will be reviewed annually for progress and implementation with all progress and recommended changes reported to council.

### Evaluation

An evaluation will occur as part of the review of the DAIP. Community, staff and elected members will be consulted as part of the evaluation and Implementation Plans will be amended based on the feedback received. Copies of the amended Implementation Plan, once endorsed by council, will be available to the community in alternative formats.

## 5.7 Reporting of DAIP

The *Disability Services Act 1993* 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.
- The strategies used to inform agents and contractors of its DAIP.



## 6.0 Implementation Plan

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

It is intended that the Implementation Plan will be updated annually through Council's operations, to progress the achievements of all the strategies over the duration of the five (5) Year 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	Task	Timeline	Responsibility
Ensure people with disability are provided with an opportunity to comment on access to services.	<ul style="list-style-type: none"> <li>• Shire’s Disability Services Coordinator will liaise with contractors, who are developing and implementing the Shire evaluation activities, to increase their awareness of the importance of getting comments on services by people with disability.</li> <li>• Develop feedback mechanism for use of all disability services provider to by the Shire.</li> <li>• Establish a <i>Community Communication Management Procedure</i>.</li> </ul>	Implemented/ongoing	Disability Services Coordinator, CEO, DCEO and all Managers
Make library technology as accessible as possible.	<ul style="list-style-type: none"> <li>• Make library technology as accessible as possible</li> </ul>	Implemented/ongoing	MFCS
Council will ensure that any events are organised so that they are accessible to people with disability.	<ul style="list-style-type: none"> <li>• Ensure the needs of people with disability are planned for and provided by using the checklist provided through the access resource kit as provided by DSC.</li> <li>• Request Agricultural Society to set aside parking spaces for easy access parking.</li> </ul>	Implemented/ongoing  Completed	DCEO, Community Development Officer, and CEO



<p>Council will ensure all policies and practices that govern the operation of Council facilities, functions, and services are consistent with Council Policy regarding access.</p>	<ul style="list-style-type: none"> <li>• Ensure all buildings, facilities and services are accessible to people with disability through ongoing review and evaluation using devised checklists and annual audits. Through these audits a report will be generated that clearly identifies improvements to ensure the inclusion and accessibility for everyone.</li> </ul> <p>Again, using the guide and checklist provided through the access resource kit developed by the DSC.</p>	<p>Implemented/ongoing</p>	<p>Disability Services Coordinator, CEO, DCEO and all Managers Council representatives</p>
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## Outcome 2

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

Strategies	Task	Timeline	Responsibility
Demonstrate a willingness to ensure all buildings and facilities are accessible where practicable, to meet the access standards and any additional need in consideration of people with disability.	<ul style="list-style-type: none"> <li>• Audit and collate information on facilities.</li> <li>• Generate an improvement report.</li> <li>• Complete improvements from report where possible</li> </ul>	Implemented/ ongoing	CEO, DCEO, Building Surveyor, Council Representatives
Ensure that all new or redevelopment works provide access to people with disability, where practicable.	<ul style="list-style-type: none"> <li>• All facilities allow for access for people with physical, cognitive, sensory and psychiatric disability through the application of specific building and planning codes. This includes ramped elevations, rails, and appropriate signage, line marking and raised footholds at intersections where practicable.</li> </ul>	Annually/ Ongoing	CEO, DCEO, Building Surveyor, Building Committee
Ensure adequate ACROD parking to meet the demand of people with disability in terms of quantity, quality, and location.	<ul style="list-style-type: none"> <li>• Undertake an audit of ACROD bays and implement a program to rectify non-compliance. (Checklist, from ART)</li> </ul>	Implemented/ ongoing	CEO, DCEO, Administration Manager, Building Surveyor, Building Committee

<p>Ensure that parks and reserves are accessible.</p>	<ul style="list-style-type: none"> <li>• All parks and reserves allow for access for people with physical, cognitive, sensory and psychiatric disability. This includes ramped elevations, rails, and appropriate signage, line marking and raised footholds at intersections where practicable.</li> <li>• Increase the amount of seating throughout each townsite (Nanson, Yuna, Nabawa) and White Peak peri-urban area.</li> </ul>	<p>Completed</p>	<p>CEO, DCEO Community Development Officer, Council Representatives</p>
<p>Increase the number of accessible playgrounds.</p>	<ul style="list-style-type: none"> <li>• Implement accessible play areas to existing and new facilities through careful planning and advice from experts.</li> </ul>	<p>Ongoing Part of Planning procedures</p>	<p>CEO, DCEO, Community Development Officer</p>
<p>Improve access to beaches and the sea for people with disability.</p>	<ul style="list-style-type: none"> <li>• Where practicable allow access to beach areas within the Shire through investigation of methods that provide maximum opportunity for inclusion and access.</li> </ul>	<p>Completed</p>	<p>CEO, DCEO, Building Surveyor</p>
<p>Ensure that public toilets meet the associated accessibility standards.</p>	<ul style="list-style-type: none"> <li>• Provision of Unisex disabled toilet/s for wheelchair persons visiting the Shires facilities are considered and planned for. These toilet facilities will be identified through the annual building inspection and planned for through the function of this committee. Facilities currently highlighted as in need of accessible toilet/s include the Nanson Showgrounds, Nanson</li> </ul>	<p>Implemented/ongoing</p>	<p>Disability Services Coordinator, CEO, DCEO and all Managers Council representatives</p>

	Museum grounds, Yuna Townsite, and Nabawa Cemetery.		
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### 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.

Strategies	Task	Timeline	Responsibility
Improve community awareness that Council information can be made available in alternative formats upon request, such as large print, and audio.	<ul style="list-style-type: none"> <li>• Ensure all documents carry a notation regarding availability in alternative formats</li> <li>• Advise the community via local newspaper, radio, newsletters that other formats are available via electronic and audible formats.</li> <li>• Establish a <i>Community Communication Management Procedure</i>.</li> </ul>	Implemented/ongoing	All managers
Improve staff awareness of accessible information needs and how to obtain information in other formats.	<ul style="list-style-type: none"> <li>• Make accessible information guidelines available on the internet</li> <li>• Develop an accessible information policy</li> <li>• Conduct accessible information training and include as part of the induction of new staff.</li> <li>• Establish a <i>Community Communication Management Procedure</i>.</li> </ul>	Implemented/ongoing	MFCS
Ensure that the Shires website meets contemporary and universal design practices.	Redevelop website according to the W3C guidelines as outlined by the state government access guidelines *	Implemented/ongoing	MFCS

- W3C standards define an **Open Web Platform** for application development that has the unprecedented potential to enable developers to build rich interactive experiences, powered by vast data stores, that are available on any device. Although the boundaries of the platform continue to evolve, industry leaders speak nearly in unison about how HTML5 will be the cornerstone for this platform. But the full strength of the platform relies on many more technologies that W3C and its partners are creating, including CSS, SVG, WOFF, the Semantic Web stack, XML, and a variety of APIs.

## Outcome 4

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

Strategies	Task	Timeline	Responsibility
Improve staff awareness of disability and access issues and improve skills to provide good service to people with disability.	<ul style="list-style-type: none"> <li>• Advise staff of minimum requirements</li> <li>• Conduct a survey of all staff to determine training needs-completed</li> </ul>	Implemented/ ongoing	All Managers, Community Development Officer
Improve the awareness of new staff and new Councilors about disability and access issues.	<ul style="list-style-type: none"> <li>• Provide information and establish training in the induction for new staff and Councillors</li> </ul>	Implemented/ ongoing	All Managers
When required, Council will seek expert advice from the disability field on how to meet the access needs of people with disability.	<ul style="list-style-type: none"> <li>• Keep an updated database on people who can be called upon to ask advice</li> </ul>	Implemented/ ongoing	Community Development Officer and Administration Officers

## Outcome 5

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

Strategies	Task	Timeline	Responsibility
<p>Council will ensure that current grievance mechanisms are accessible for people with disability and are acted upon.</p>	<ul style="list-style-type: none"> <li>• Review current mechanisms for access. Consult with people with disability and expert advice.</li> <li>• Develop other methods of making complaints, such as web based forms, access to interpreters, advocacy services, and alternative arrangements such as carers, parents, and guardians acting as advocates.</li> <li>• Promote accessible complaints mechanisms to the community.</li> <li>• Establish a <i>Community Communication Management Procedure</i>.</li> </ul>	<p>Implemented/ ongoing</p>	<p>CEO, MFCS</p>

## Outcome 6

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

Strategies	Task	Timeline	Responsibility
Improve community awareness about the consultation process in place.	<ul style="list-style-type: none"> <li>Promote the existence and role/purpose of the DAIP to the community.</li> <li>Shire representatives to meet regularly to discuss and review DAIP and processes used to develop DAI policies, and make improvements where possible.</li> <li>Establish a <i>Community Communication Management Procedure</i>.</li> </ul>	Implemented/ongoing	CEO, Community Development Officer, Building Committee
Improve access for people with disability to the established consultative process of Council.	<ul style="list-style-type: none"> <li>Consult with people with disability using a range of mediums, including survey, focus groups, and interviews, on a regular basis.</li> </ul>	Implemented/ongoing	Community Development Officer, Building and Disability Services Committee
Seek broad range of views on disability and access issues from the local community.	<ul style="list-style-type: none"> <li>Include appropriate questions about access and inclusion in general Shire surveys and consultative events.</li> <li>Actively pursue ideas and thoughts from people with disability.</li> </ul>	Implemented/ongoing	Community Development Officer, Building and Disability Services Committee
Commit to ongoing monitoring of the DAIP to ensure implementation and satisfactory outcomes.	<ul style="list-style-type: none"> <li>The Shire will regularly monitor the progress of the plan and be involved in the annual reviews.</li> </ul>	Implemented/ongoing	Community Development Officer, DCEO, Building and Disability Services Committee



## Outcome 7

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

Strategies	Implementation	Timeline	Responsibility
Provide for the needs of people with disability to obtain and maintain employment.	Encourage and promote access processes for the needs of people with disability in obtaining employment.	Ongoing	CEO
	Encourage and promote access processes for the needs of staff with disability to be supported in their employment.	Ongoing	CEO
Advocate to the community to provide the needs of people with disability to obtain and maintain employment.	Encourage best practice information to the community for the needs of people with disability to obtain and maintain employment.	Ongoing	CEO



## 7.0 Conclusion

The Shire of Chapman Valley is committed to ensuring that people with disability and their carers have the opportunity to fully participate in community life.