



## Outcome 7 attachment

***The City of Bayswater provides people with disability the same opportunities as other people to obtain and maintain employment***

Planning for people with disability		
Strategy	Description	Timeline
Recruitment policies and practices reflect the desire for a diverse workforce as one strategy to achieve equitable service delivery	<ul style="list-style-type: none"> <li>• City of Bayswater recruitment and HR policies and practices reflect active support of employing people with a wide range of disability</li> <li>• When employing a person with disability ensure supports and resources are addressed through consultation with the appropriate supported Disability Employment Service</li> <li>• Employees to meet Disability Discrimination Act, Occupational Health Safety and Equal Employment Opportunities policy requirements when supervising a person with disability</li> </ul>	<b>Annually</b>
Ensure that there is awareness of resources and support available	<ul style="list-style-type: none"> <li>• The City are fully prepared with the relevant information when employing someone with a disability</li> <li>• Ensure interviews are held in accessible venues and candidates are provided with accessible information.</li> </ul>	<b>Annually</b>
Identify roles/positions suitable for a person with a disability	<ul style="list-style-type: none"> <li>• Review the City of Bayswater's employment roles and consider any modifications that may need to be made to encourage a diverse workforce.</li> </ul>	<b>By December 2015 and Annually</b>
Improve workplace flexibility	<ul style="list-style-type: none"> <li>• City of Bayswater have an Inside Enterprise Agreement that provides options for employee flexibility</li> </ul>	<b>Annually</b>
Businesses are supported to develop access awareness and improve accessibility	<ul style="list-style-type: none"> <li>• Information is made available to local businesses to promote employment of people with disability and the benefits of having a diverse workforce</li> <li>• The Economic Development Officer role includes engaging businesses to improve accessibility</li> </ul>	<b>Annually</b>
Accessible venues	<ul style="list-style-type: none"> <li>• Make sure the interview is held in an accessible venue.</li> </ul>	<b>End February 2014</b>

<b>Recruiting people with disability</b>		
Strategy	Description	Timeline
Engagement with learning institutions	<p>Arrange events to engage students from local learning institutions and promote any work experience opportunities available through these networks.</p> <p>Ensure employment resources are available detailing the expectations of an application to the City of Bayswater e.g. same examples - <i>have available on the internet for accessibility and in word format</i></p>	<b>Annually</b>
Employment opportunities are widely promoted	<p>Include an Equal Employment Opportunity statement in recruitment advertising to encourage people from diverse backgrounds to apply for vacant positions</p> <p>Connect with Disability Employment Service providers with the local area to improve the promotion of vacant positions</p>	<b>Throughout the year</b>

<b>Retaining people with disability</b>		
Strategy	Description	Timeline
Provide information and support	<ul style="list-style-type: none"> <li>An introduction about our DAIP and Accessibility Policies is within our new staff induction program</li> </ul>	<b>Monthly</b>
Ongoing awareness training for employees	<ul style="list-style-type: none"> <li>To ensure there is adequate funding for awareness raising for staff, particularly for front-line staff.</li> <li>The Senior Community Development Officer to also regularly send out reminders around access and inclusion.</li> </ul>	<b>Annually</b>
Seek assistance from Disability Employment Agencies	<ul style="list-style-type: none"> <li>If appropriate, seeking assistance from Disability Employment Agencies to work one on one for a period of time with the employee.</li> </ul>	<b>No timeline – as and when is required</b>
Ongoing support and professional development opportunities	<ul style="list-style-type: none"> <li>Performance Review process in place</li> <li>Professional development and training opportunities available</li> </ul>	<b>Annually</b>