



## REASONABLE ADJUSTMENT POLICY Administration

1.2.12

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| <b>Title:</b>                    | 1.2.12 Reasonable Adjustment Policy  |
| <b>Adopted:</b>                  | 15 July 2020   |
| <b>Reviewed:</b>                 | Biennially (last reviewed 14 December 2022)                                      |
| <b>Associated Legislation:</b>   | Local Government Act (1995) as amended;<br>Disability Discrimination Act (1992), |
| <b>Associated Documentation:</b> | Shire of Mingenew Disability Access and Inclusion Plan 2019-2024                 |
| <b>Review Responsibility:</b>    | Council  |

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Previous Policy Number/s – Nil

### Objective:

The objectives of this policy and procedure are to:

- a) Ensure that the Shire of Mingenew is inclusive of people with disability in its employment practises;
- b) Enable appropriately skilled people with disabilities to perform the inherent requirements of their positions;
- c) Provide an opportunity for employees who acquire a temporary or permanent disability to continue their employment at the Shire, where possible;
- d) Create an inclusive environment that ensures that equal employment opportunities are available to all staff, including those with a disability;
- e) Provide staff who have a disability with the opportunity to participate in a safe, equitable, discrimination and harassment free working environment;
- f) Actively facilitate the employment of people with a disability in all suitable areas of employment;
- g) Ensure that people with a disability are treated equitably during all stages of employment, including recruitment, selection, promotion, training, and termination;
- h) Ensure that the needs of people with a disability, such as effective interaction, management and supervision, are recognised in the performance management process;
- i) Understand that some people with a disability may choose not to involve their supports in their employment matters;
- j) Ensure that people with a disability have the means to contribute to and participate in the work environment; and
- k) Make reasonable adjustments to the work area to accommodate staff with a disability.

### Policy:

People with disabilities have the same rights as other community members to access public information about Council's functions, services and facilities. In accordance with existing legislative responsibilities, it is recommended that, wherever possible, Councils provide:

1. printed and electronic public information in clear and easy to understand formats;
2. on request from people with specific communication requirements, information in alternative formats such as audio tape or large print; and
3. accessible public consultation processes and venues for people with disabilities.



The Shire is committed to ensuring an accessible and inclusive work environment to enable people with disability to participate fully in all aspects of employment in keeping with the requirements of the *Disability Discrimination Act (1992)*.

The Shire seeks to apply the principle of reasonable adjustment to remove barriers to participation in work by people with disability. Reasonable adjustments will be made to enable appropriately skilled people with disabilities to perform the inherent requirements of their positions.

### **Application**

This policy applies to, but is not limited to, the following areas:

- a) Recruitment, selection, and appointment;
- b) Induction and orientation;
- c) Participation in projects and committees;
- d) Training and career development;
- e) Performance management;
- f) Opportunities to enjoy all Shire supported social or recreational activities;
- g) Promotion, transfer, or any other employment benefit.

The rights of people with disability are safeguarded by the *Disability Discrimination Act (1992)* by which the Shire must abide. While this policy provides overall guidance on handling staff with disability, more detailed information is incorporated throughout the policies and procedures of the Shire.

People with disability are obliged to abide by all other policies of the Shire including those relating to bullying and harassment, staff conduct and discrimination. Where exceptions or other considerations apply, detailed information is incorporated throughout other policies and procedures of the Shire.

This policy also applies to those involved in the recruitment and management of staff.