



## Project: 2.3% Disability Employment Target

The information in a Mandated Proposal will trigger the Starting Up a Project process and be used to create the Project Brief.

### DERIVATION

This document is informed by the proposer.

This Proposal document

- provides an overview of the purpose of the proposal;
- contains sufficient information to describe the subject matter of the proposed project;
- Identifies the Project Executive.

### CONTENT GUIDE

<b>Background/ Need/Purpose</b>	<p>At the 20<sup>th</sup> August 2019 Ordinary Council Meeting, Council adopted a resolution for the Town of Victoria Park to adopt a target of 2.3% employment of people with a disability by December 2021.</p> <p>The Council requested the CEO investigate and implement strategies and initiatives to achieve the target of employment within the Town’s Workforce Plan.</p>
<b>Objectives</b>	<p>People with a disability have the same employment opportunities as other people, to obtain and maintain employment with the Town Of Victoria Park.</p> <p>By December 2021 the Town of Victoria Park will have a workforce inclusive of staff with disabilities at 2.3% or higher.</p>
<b>Indicative Scope/ Indicative Cost +,- Indicative Timing</b>	<ul style="list-style-type: none"> <li>• The target of 2.3% is to be reached by December 2021;</li> <li>• The Disability Access &amp; Inclusion Plan 2017-2020 <i>Outcome 7 “Employment Strategy”</i> will form the foundation for the initiatives developed as part of this workforce planning project;</li> <li>• The initiatives developed for this project will be linked to the strategies and objectives of the Town’s approved Workforce Plan;</li> <li>• Employment targets will be for existing approved and budgeted positions;</li> <li>• Targets and measures will be based on data collected through the Equal Opportunity Employment annual survey as coordinated by the Equal Opportunity Commission.</li> </ul>
<b>Start Up Operational Funding and Resources</b>	<p>The Development stage for this project will be covered by the funding and resourcing available through the People &amp; Culture Service Area</p>
<b>Stakeholders &amp; Interfaces</b>	<p>Disability Service providers Town businesses</p>
<b>Outputs</b>	<p>The target of 2.3% disability employment is met.</p>



## Project Management Office

<b>Outcomes</b>	The Town's reputation instils confidence in people with a disability to seek and secure employment with the Town.
<b>Associated Documents/ Other Information</b>	<ul style="list-style-type: none"> <li>• <i>Town of Victoria Park Workforce Plan 2017-2023</i></li> <li>• <i>Disability Access &amp; Inclusion Plan 2017-2022</i> <a href="#">..\NE-DAIP-2017-2022.pdf</a></li> <li>• <i>See my Abilities: An employment strategy for people with disability (Public Service Commission)</i> <a href="https://publicsector.wa.gov.au/document/see-my-abilities-employment-strategy-people-disability-0">https://publicsector.wa.gov.au/document/see-my-abilities-employment-strategy-people-disability-0</a></li> <li>• <i>Time For action: Diversity and inclusion in public employment</i> <a href="https://publicsector.wa.gov.au/document/time-action-diversity-and-inclusion-public-employment">https://publicsector.wa.gov.au/document/time-action-diversity-and-inclusion-public-employment</a></li> <li>• <i>Equal Employment opportunity survey 2019 dashboard – Town of Victoria Park</i> <a href="#">Attachment 1 EOE 2019 Report Dashboard.pdf</a></li> </ul>
<b>Constraints</b>	<i>Supervisor capabilities in managing diversity</i>
<b>Project Executive</b>	<i>Anthony Vuleta,</i>

## Framework

### 1. Strategies & Initiatives

#### (DAIP) Strategies to improve access & inclusion

This project focuses on the following outcome.

**Outcome 7:**  
People with disability have the same employment opportunities as other people, to obtain and maintain employment with the Town of Victoria Park.

Strategy	Initiatives	Timeframes
27 Promote the Town as an Equal Opportunity Employer.	(1) Extend the promotion of the Town as an EO Employer to disability employment services. (2) Forward Vacancy notices to disability employment services.	February 2020  February 2020
28 The Town's Employment Policy and Procedures incorporates processes that instil confidence of people with a disability to seek and secure employment with the Town.	(1) Undertake a disability access and inclusion review of employment Management Practice MP001 Recruitment & Selection.	March 2020  April 2020



## Project Management Office

	<ol style="list-style-type: none"> <li>(2) Train and educate employees making employment recommendations.</li> <li>(3) Develop work experience and traineeship management practices and processes.</li> </ol>	April 2020
29 The Town will work in partnership with disability employment services providers and institutional bodies to develop processes that create pathways to meaningful employment for people with disability.	<ol style="list-style-type: none"> <li>(1) Call for Expressions of Interest from disability employment services to assist the town in attracting suitable candidates.</li> <li>(2) Work with the preferred provider to implement of the work experience management practice</li> <li>(3) Work with the preferred provider to implement the traineeship program</li> </ol>	<p>February 2020</p> <p>August 2020</p> <p>August 2020</p>
30 The Town will conduct an annual staff survey that captures experiences of all employees and include information around access and inclusion.	<ol style="list-style-type: none"> <li>(1) Include access and inclusion questions in Staff Survey.</li> <li>(2) Review and report on findings of staff survey</li> </ol>	<p>March 2021</p> <p>May 2021</p>
31 Local Business Engagement Plan to increase the awareness of the benefits of employing people with disability.	<ol style="list-style-type: none"> <li>(1) Social Inclusion &amp; Disability Awareness Workshops</li> <li>(2) Consultation and mentoring support for local businesses to identify environmental, social and practise requirements when seeking to employ a person with a disability</li> </ol>	<p>November 2019 (Ongoing)</p> <p>February 2020</p>

## 2. Stages

### 2.1. Project Scope and Framework

- Development of the project framework and links to the Towns Workforce Plan 2017-2022.



## **Project Management Office**

- Seek endorsement by the Council of the project scope and framework.

### **2.2. Governance & Management Practice Development**

- Development of management practices responsive to effective procedures that will attract and support disabled applicants with employment with the town.

### **2.3. Partnering with Disability service agencies**

- Procure preferred provider(s) to assist the Town with the provision of candidates for vacancies.
- Work with the Town on the implementation of work placement and traineeship programs.

### **2.4. Local Business Engagement**

- Increase awareness of the benefits of employing people with a disability.