Shire of Carnarvon

Disability Employment Pathways Framework

Aligned with the Disability Access and Inclusion Plan (DIAP) 2024–2029

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Contents

1. Vision and Purpose

To enable people living with disability in Carnarvon to access meaningful employment through a person-centred, flexible, and supported process—removing systemic barriers and creating inclusive workplace pathways that lead to rewarding opportunities for economic participation.

2. Strategic Alignment with DAIP

This framework supports the following DAIP Outcomes and Strategies:

- Outcome 7: Equal opportunity to obtain and maintain employment with a public authority.
    - *Strategy 7.1*: Ensure inclusive recruiting processes.
    - *Strategy 7.2*: Ensure inclusive workplace environment.
- Also indirectly supports Outcomes 1, 3, 4, and 6 through accessible services, communication, and engagement.

3. Key Principles

- Person-Centred Design: The individual's strengths, passions, and support needs shape their role.
- Barrier Reduction: Eliminate complexity in processes and pre-employment requirements.
- Inclusive Practices: Align recruitment, onboarding, and support with best-practice inclusive employment.
- Partnerships: Collaborate with disability support providers (e.g. Sandy Turtle, Real Futures), schools, and carers.
- Accessibility: All materials and processes follow WCAG 2.1 and Plain English standards.

4. Initiative Elements

A. Information and Entry Point

- A clear, easy-to-understand flyer outlining the process, available roles, and what to expect.
- A dedicated contact person available to guide individuals and answer questions throughout the process.
- Entry into the initiative may be:
    - Self-initiated by the individual.
    - Facilitated by a support provider, carer, or family member through discussion about goals and interests.
    - Identified through community partnerships (e.g. schools, Real Futures, or disability service providers).
- Flexible Expression of Interest process (can be verbal, visual, or written with support).

- The process is designed to be welcoming, non-clinical, and focused on building connection and understanding from the first contact.

B. Exploration and Interest Mapping

- One-on-one meeting with applicant and support person (if applicable).
- Identify:
    - Interests and passions.
    - Workplace strengths.
    - Environmental needs (quiet space, schedule flexibility, etc.).
    - Supports required.
- Develop a Role Proposal Plan tailored to the person, not the vacancy.

C. Pre-Employment Support

- Pre-employment medicals will be arranged with provider choice (where possible), allowing individuals to select a service that suits their needs and comfort. Adjustments will be made where required to accommodate accessibility, communication, or sensory needs.
- Drug and alcohol testing is a mandatory requirement under the Shire's Fitness for Work Policy and will be conducted with appropriate notice and support.
- The need for a police clearance will be assessed based on role relevance. When not essential, this requirement may be waived. Support will be provided to complete the clearance process where it is required.
- Support will also be available for additional checks such as a Working with Children Check, including application assistance and liaison with relevant agencies.
- All pre-employment assessments and checks will be funded by the Shire, removing financial barriers to employment.

D. Inclusive Role Design

- Person-centred role development begins with understanding the individual's interests, passions, and preferred work environment. Rather than placing a person into a pre-defined vacancy, the Shire works collaboratively with the individual (and their support network, where appropriate) to identify tasks or functions that align with their strengths.

  For example, a person with a passion for local heritage may be supported to polish plaques and monuments.
- Where applicable, roles may be designed from the ground up or shaped through job carving—modifying existing roles to align with individual capabilities and passions.
- All roles must provide genuine contribution to Shire operations. This may include:
    - Enhancing community spaces (e.g. polishing plaques, painting public assets)
    - Supporting administrative or service delivery functions

    - Contributing to events, tourism, parks, or infrastructure through focused tasks
    - Participating in environmental, cultural, or arts-based projects
- Departmental collaboration is essential to identifying where tailored micro-roles can exist or be developed within operational teams.
- Roles are developed with clear responsibilities, support structures, and outcomes, while allowing for growth, routine, and job satisfaction.
- Each role includes:
    - A Position Overview or Role Proposal tailored to the individual
    - Defined supervision and mentoring arrangements
    - Ongoing review to assess fit, contribution, and potential for development.
- The process is not about fitting a person into a role, but building a role around what brings them joy, purpose, and interest, while ensuring it contributes meaningfully to Shire operations. This approach enhances individual wellbeing and supports team diversity and community-connected outcomes.

E. Accessible Induction

- Condensed and role-specific induction program.
- Use of visual aids, hands-on demonstrations, and buddy systems.
- Avoid overwhelming content; deliver over time where needed.
- Include:
    - Site tour with accessibility explained.
    - Meet the team introductions.
    - WHS and emergency info in accessible format.

F. Workplace Adjustments and Supports

- Workplace modifications assessed early (lighting, layout, tools).
- Assign a Workplace Buddy or Mentor.
- Access to flexible working arrangements.
- Promote inclusion through team briefings and awareness.

G. Ongoing Support and Development

- Regular check-ins with the individual, support network, and manager.
- Access to Employee Assistance Program (EAP) and wellbeing resources.
- Annual review of support and potential career growth pathways.

5. Roles and Responsibilities

Role	Responsibility
People and Culture Team	Program oversight, liaison, EOI handling, pre-employment support
Designated Pathways Contact	First point of contact and case support throughout
Supervisors/Managers	Participating in co-design of roles and providing inclusive team leadership
Disability Employment Partners	Assisting with candidate readiness and ongoing support
Shire Staff	Providing respectful, inclusive team environments and workplace support

6. Evaluation and Reporting

- Annual reporting on:
    - Number of placements.
    - Retention rates.
    - Employee satisfaction.
    - Feedback from support providers and families.
- Integrates into DAIP progress reports to the Department of Communities.

7. Next Steps

1. Finalise flyer and Expression of Interest form.
2. Appoint dedicated contact person.
3. Schedule internal disability awareness refresher training.
4. Identify first pilot roles for potential placement.