

POLICY			
TITLE:	ACCESS AND INCLUSION POLICY	CODE:	AD.08
PURPOSE or OBJECTIVE:	To outline Council's commitment to access and inclusion and to specify the provisions in place for embedding the principles of access and inclusion at both operational and strategic levels		
REFERENCE DOCUMENTS:	Local Government Act 1995 s 2.7.(2)(b) Disability Services Act (WA) 1993 Equal Opportunity Act (WA) 1994 Disability Discrimination Act 1992 National Disability Insurance Scheme Act (2013) Age Discrimination Act 2004 Racial Discrimination Act 1975 Sex Discrimination Act 1984 The Western Australian Charter of Multiculturalism (2004) Aboriginal Heritage Act 1972		

POLICY STATEMENT
<p>The City of Canning is committed to promoting social inclusion and enabling equitable access to services, facilities and opportunities to participate in community life. The City acknowledges that our community is characterised by diversity in experiences, backgrounds and perspectives and that some individuals face additional barriers that may prevent them from accessing opportunities.</p> <p>The City will work with the community to understand experiences, identify barriers and involve them in the development of solutions. Through a commitment to substantive equality and social inclusion the City of Canning will ensure the whole community reaps the benefits that accrue when everyone is able to contribute to social, economic and cultural life.</p>

1. Scope

This policy applies to City of Canning employees, volunteers and Elected Members. It is designed to provide a strategic framework that informs decision making processes, the provision of community facilities and services and enables the City to meet its commitments in the Strategic Community Plan (SCP) and the Disability Access and Inclusion Plan (DAIP). It is in line with the City's values to be authentic, resilient, creative and collaborative.

2. Definitions

<i>Social Inclusion</i>	The opportunity for all people to live a rewarding and fulfilled life that allows participation and contribution in a welcoming community. It includes a proactive approach to ensure everyone feels welcome, able to contribute towards decision-making, has choice and control, and is able to share public spaces and enjoy events whilst feeling a sense of belonging within their own and the broader community.
<i>Substantive Equality</i>	The acknowledgement and recognition that to achieve equitable outcomes for the whole community we need to treat people in a respectful and personalised way according to their individual needs. This approach takes into account the effects of past discrimination and recognises that everyone in our community has not been afforded equal opportunities or benefited from the equal distribution of influence and resources.
<i>Intersectionality</i>	The acknowledgement and recognition that people can and do experience multiple barriers to participation due to their identities and that the more categories of diversity they live with exponentially affects their inclusion and participation in social, political and economic life, e.g. an Aboriginal woman living with disabilities.

Universal Access & Universal Design

The principles of Universal Access and Universal Design state that amenities and facilities must be useful to people of all abilities and conditions, whilst maintaining enough flexibility and ease of use to be understood by people of varying levels of education and experiences. Design and access must convey relevant information to all users, regardless of their sensory capabilities and be able to be used with minimal effort. If a user accidentally makes an error when using the design, they must not be harmed or have their condition worsened as a result. The design must be accessible regardless of a user's size or mobility with sufficient space for them and any carer or supports they may require.

3. Policy Commitments

The City of Canning is committed to ensuring equity and social inclusion. The City will strive to embed the key principles of access and inclusion, being Universal Access and Universal Design; Social Inclusion; Substantive Equality; and Intersectionality, across its strategic and operational functions.

1. Physical Access

- a. The City will adhere to the Building Code of Australia, the Building Act 2011 Western Australia and will strive to meet the Australian Standards and Regulations during planning and development where practicable.
- b. For City buildings or facilities developed prior to current minimum building standards, Council will make an annual budget allocation and agree on a priority list of upgrades to meet contemporary standards.
- c. The City will meet the needs of people of all abilities when undertaking works that affect the accessibility of sites, facilities and use of spaces in and around developments.
- d. The City will apply best practice standards to ensure physical access to facilities, street-scapes, parks, playgrounds and events.

2. Access to Information

- a. Upon request, the City will make information and communications available in alternative formats, following best practice standards for accessibility.
- b. The City will accommodate reasonable requests to provide access to an interpreter so to ensure community members have access to City programming and services.
- c. The City will ensure that it builds the capacity of its customer facing staff to utilise and direct people to the Translating and Interpreting Services National.

3. Social Inclusion

- a. The City is led in cultural matters by protocols identified by Traditional Owners and recognises and respects the relationships and custodianship of the Whadjuk Noongar people to Canning.
- b. The City values the contribution that people from diverse cultural backgrounds make to Canning and commits to taking a leadership role in eliminating racial, religious and cultural discrimination in the City.
- c. The City recognises that Canning is a place where people of all abilities, cultural backgrounds, sexualities, genders and ages should feel welcome and proactively fosters a welcoming environment in its buildings, facilities and services.

4. Planning and Development

- a. The City integrates access and inclusion principles into project management and community engagement processes, ensuring appropriate analysis and consideration of barriers to access and inclusion.
- b. The City ensures that Whadjuk Noongar Traditional Owners are consulted in a respectful, meaningful and authentic manner in the planning and development stages of strategic projects, especially those that change land and waterways.
- c. The City will lead the way in Universal Access and Universal Design and incorporate these principles in building and development projects wherever possible.

5. Civic Participation

- a. The City recognises the importance of substantive equality in civic participation and takes reasonable actions to ensure community members who experience barriers to participation are included in events, programs, services and decision-making that affect them.
- b. The City will maintain an Access and Inclusion Advisory Group to provide advice on matters related to access and inclusion relevant to the City.

6. Learning and Development

- a. The City will develop a plan to ensure Cultural Competency and All Abilities training occurs every 2 years throughout the organisation, prioritising community-facing roles.
- b. The City will make Cultural Competency and All Abilities training available to Elected Members within a year of their election.
- c. New staff will receive this policy, supporting documents and be required to undertake initial online training modules in the areas of access and inclusion within the first 90 days of employment at the City.

7. Recruitment and Orientation

- a. City recruitment processes and materials will encourage people of all abilities, Aboriginal and/or Torres Strait Islander peoples, people from diverse cultural backgrounds, ages, sexualities and gender identities to apply for employment and volunteering positions at the organisation.
- b. The City will ensure that new staff, volunteers and Elected Members who require accessible equipment and technology to undertake their roles are provided these prior to their commencement at the City.
- c. People leaders who are in the process of recruiting new staff and volunteers are encouraged to see diversity as high value strengths in teams and seek to recruit teams that reflect the diversity of the City.

8. Customer Service

- a. Customer service at the City will be respectful and welcoming demonstrating that diversity is both valued and welcome in the City.

9. Community engagement & consultation

- a. The City will consider access and inclusion barriers in the design and delivery of community engagement and consultation processes to ensure that everyone in the community can have a voice on those matters of concern to them.
- b. The City will work in partnership with community members and community organisations to identify access and inclusion barriers, gaps in services and work collaboratively to develop solutions that enhance social inclusion and promote equitable access.

Policy Review

This policy will be reviewed every two years.

GOVERNANCE REFERENCES

Statutory Compliance	<i>(List statute and reference)</i>
Process Links	<i>(List name of associated documents, eg. procedures, guidelines, application forms, etc with TRIM reference)</i>

POLICY ADMINISTRATION

Program responsible		Officer Title	
Canning Community		Director Canning Community	
Version	Decision Reference	Meeting type and date	Delegation No. (or N/A)
1	TCO-001-21	OCM 16/03/2021	N/A