

## **Disability Access and Inclusion Plan 2017 – 2022**

Do you have a disability?

Do you care for or know someone with a disability?

Do you organise community events?

The Shire of Plantagenet's Disability Access and Inclusion Plan (DAIP) 2012 – 2017 has been reviewed and a new draft DAIP (2017 – 2022) is available for comment.

Comments close Friday 22 September 2017.

To view the draft plan visit [www.plantagenet.wa.gov.au](http://www.plantagenet.wa.gov.au).

Please contact Isabelle Draffehn by email: [cdo@sop.wa.gov.au](mailto:cdo@sop.wa.gov.au), phone: 9892 1129, or post: PO Box 48, Mount Barker WA 6324 with any feedback or queries.

Rob Stewart  
CHIEF EXECUTIVE OFFICER

## Implementation Plan to improve access and inclusion

The following strategies have been developed to address each of the six desired outcome areas of the Disability Services Act and from feedback gained in the public consultation process:

### Outcome 1: People with disability have the same opportunities as other people to access the services of, and any events organised by, the Shire of Plantagenet.

Strategy	Task	Task Timeline	Completion (Date)	Responsibility
Ensure that people with disability have an opportunity to communicate their need for services and provide input on the accessibility of current services.	Review accessibility of Shire website on a regular basis	Ongoing	Ongoing	Community Development Officer
	Provide links to disability services provided locally (including Albany) on the Shire Website and keep up to date	ongoing	Ongoing	Community Development Officer
	Provide large print books in the Mount Barker Public Library	Ongoing	Ongoing	Library Manager
	Ensure the Recreation Centre facilities and programming considers people with disability	Ongoing	Ongoing	Recreation Centre Manager
	Provide an 'Outreach Library Service'	Ongoing	Ongoing	Library Manager
	Expand and promote the free on-line library services, ie.	Ongoing	Ongoing	Library Manager

Strategy	Task	Task Timeline	Completion (Date)	Responsibility
	Audio books, e-books etc			
Develop links between the Disability Access and Inclusion Plan and other Council plans and strategies	Regularly review the Access and Inclusion Policy as part of the Shire’s Policy Review program	Ongoing	Ongoing	Manager Community Services
	Align the DAIP with the Shire of Plantagenet Community Strategic Plan 2013-2023 and other strategic planning documents	Ongoing	Ongoing	All Managers
Ensure that events, whether Shire run, Shire funded or events that require Shire permission, are accessible to people with disability.	Shire run events to be located in areas / buildings which are accessible and within close proximity to disabled facilities	Ongoing	Ongoing	Various
	Produce clear and easy to read invitations and flyers for events that include contact details for event organisers	Ongoing	Ongoing	Various

**Outcome 2: People with disability have the same opportunities as other people to access the buildings and other facilities of the Shire of Plantagenet.**

Strategy	Task	Task Timeline	Completion (Date)	Responsibility
Ensure that all buildings and facilities meet the standards for access and any additional demonstrated need.	Incorporate access requirements into the Shire’s building inspection forms and, where necessary, train staff responsible for auditing buildings in the access requirements	Ongoing	Ongoing	Building Surveyor
	Incorporate necessary actions arising from the building audits into the Building Maintenance Schedule for action, or budget consideration	Ongoing	Ongoing	Building Surveyor
Ensure that new developments or significant alterations to existing Shire buildings / facilities provide access to people with disability.	Ensure that the legal requirements for access are met in plans for new buildings / facilities or significant alterations to existing buildings / facilities	Ongoing	Ongoing	Building Surveyor
	Ensure that relevant staff are trained in the current legal requirements regarding access	Ongoing	Ongoing	HR Building Surveyor Building Maintenance Officer
Ensure that strategic footpaths and dual use paths are accessible for all members of the community.	Ensure footpath maintenance work and capital improvements are designed to be accessible	Ongoing	Ongoing	Manager Works and Services
	Forward a budget submission for footpath replacement annually	Ongoing	Ongoing	Manager Works and Services
Town Planning Reviews	Ensure Town Planning Reviews is	Ongoing	Ongoing	Manager

Strategy	Task	Task Timeline	Completion (Date)	Responsibility
	consistent with the Disability Access and Inclusion Policy			Development Services
Ensure that ACROD parking meets the needs of people with disability in terms of quantity and location.	Consider the need for additional bays as required.	Ongoing	Done Ongoing	Manager Works and Services
	Inspect ACROD bays at least monthly to ensure parking compliance	Ongoing	Ongoing	Ranger Services
Ensure that public toilets meet the associated accessibility standards	Upgrade facilities as is reasonable and practical and investigate options for additional facilities	Ongoing	Ongoing	Building Surveyor Various

**Outcome 3: People with disability receive information from the Shire of Plantagenet in a format that will enable them to access the information as readily as other people are able to access it.**

Strategy	Task	Task Timeline	Completion (Date)	Responsibility
Provide Shire information in alternative formats.	Incorporate a notation on Shire documents that advise the information is available in alternative formats. Alternative formats to include: Large print Audio CD Computer disk	Ongoing	Ongoing	HR  Manager Community Services
Improve employee awareness of accessible information and how to provide information in other formats	Train relevant employees in providing accessible information	Ongoing	Ongoing	HR Community Development Officer

**Outcome 4: People with disability receive the same level and quality of service from the employees of the Shire of Plantagenet as other people receive.**

Strategy	Task	Task Timeline	Completion (Date)	Responsibility
Ensure Shire staff that are responsible for providing information and customer contact are appropriately trained.	Key Shire officers to have disability awareness	Ongoing	Ongoing	HR Manager Community Services
	Ensure all Contractors receive a copy of the DAIP before undertaking work in the Shire	Ongoing	Ongoing	Various
Improve the awareness of new staff and Councillors about disability and access issues.	Provide a copy of the DAIP to all as part of the formal induction process	Ongoing	Ongoing	HR

**Outcome 5: People with disability have the same opportunities as other people to make complaints to the Shire of Plantagenet.**

Strategy	Task	Task Timeline	Completion (Date)	Responsibility
Ensure that grievance mechanisms are accessible for people with disability.	Ensure complaint procedures are flexible	Ongoing	Ongoing	Manager Community Services
	Promote flexible complaint mechanisms to the community	Ongoing	Ongoing	Manager Community Services

**Outcome 6: People with disability have the same opportunities as other people to participate in any public consultation by the Shire of Plantagenet.**

Strategy	Task	Task Timeline	Completion (Date)	Responsibility
Ensure that people with disability are aware of and can access the Shire’s existing consultative processes	Ensure agendas, minutes and other documents are available on request in alternative formats and are available on the Shire’s website in a timely manner.	Ongoing	Ongoing	Manager Community Services Executive Secretary HR
Seek a broad range of views on disability access issues from the local community	Include appropriate questions about access and inclusion in general Shire surveys and consultation events.	Ongoing	Ongoing	All Managers
	Continue regular consultation with the Shire’s Disability Advisory Committee	Ongoing	Ongoing	Manager Community Services
	Promote partnerships with stakeholders of the disability sector to the wider community	Ongoing	Ongoing	Manager Community Services



**Outcome 7: People with disability have the same opportunities as other people to obtain and maintain employment with a public authority.**

Strategy	Task	Task Timeline	Completion (Date)	Responsibility
Use inclusive recruitment practices	Ensure job advertisements are in an accessible format (12 or 14pt, Arial)	Ongoing	Ongoing	HR, All Managers
	Include Equal Employment Opportunity statement in the advert	Ongoing	Ongoing	HR, All Managers
	Ensure interviews are held in an accessible venue	Ongoing	Ongoing	HR, All Managers
Improve methods of attracting, recruiting and retaining people with disability	Examine current method of recruitment	By June 2018		HR
	Assess current percentage of employees with disability	By June 2018		HR
Work with key disability employment support provider(s) to employ a person with disability	Check Disability Employment Service providers within 50km radius	As required		HR, All Managers
	Seek assistance with advertising, interview and employment requirements including reasonable adjustment	As required		HR, All Managers