



Disability Access and Inclusion Plan 2017 - 2022

This plan is available in alternative formats such as in standard or large print, electronic format (disk, e-mail or the Shire of Plantagenet internet site) or audio format on CD on request.

Contents

Contents	2
Background	3
The Shire of Plantagenet.....	3
Functions, facilities and services provided by the Shire of Plantagenet	3
People with disability in the Shire of Plantagenet	4
Planning for better access	4
Progress since 2012.....	5
Access and Inclusion Policy Statement	6
Development of the Disability Access and Inclusion Plan.....	7
Responsibility for the planning process	7
Community consultation process.....	7
Findings of the consultation.....	7
Responsibility for implementing the DAIP	7
Review and evaluation mechanisms	8
Reporting on the DAIP	8
Promotion of the DAIP.....	8
Implementation Plan to improve access and inclusion.....	9

Background

The Shire of Plantagenet

The Shire of Plantagenet is located in the Great Southern region of Western Australia, 350km south of Perth. The Shire is bounded by the City of Albany and the Shires of Cranbrook, Gnowangerup, Denmark and Manjimup. The total Shire area is 4,792km².

The Shire incorporates five main population centres: Mount Barker, Rocky Gully, Kendenup, Porongurup and Narrikup.

With a population of more than 5,000, the Shire of Plantagenet has an array of industrial, agricultural and tourism riches, including broad-acre cropping, cattle, sheep and wool production, forestry (predominantly blue gums), viticulture and horticulture.

The Shire is becoming increasingly popular as a desired location for people seeking a 'tree change' and hobby farmers.

The Shire also incorporates nearly half of the Stirling Range National Park, the Porongurup Range National Park and a large portion of the Walpole Wilderness Area.

Functions, facilities and services provided by the Shire of Plantagenet

The Shire of Plantagenet is responsible for a range of functions, facilities and services, including:

Services to property:

- construction and maintenance of Shire owned buildings, roads, footpaths and trails;
- land drainage and development;
- waste collection and disposal;
- litter control;
- planting and caring for street trees and gardens, and provision and maintenance of street furniture and public art;
- numbering of buildings and lots;
- street lighting; and
- bush fire control.

Services to the community:

- provision and maintenance of playing areas, parks, gardens, reserve, outdoor bbq areas and facilities for sporting and community groups;
- management of a recreation centre, swimming pool and public libraries;

- community safety and crime prevention planning;
- preparation and testing of community emergency management plans; and
- advocacy on behalf of specific community groups, eg aged persons.

Regulatory services:

- planning of road systems, sub-divisions and town planning schemes;
- building approvals for construction, additions or alterations to buildings; and
- environmental health services and ranger services including dog control and parking control.

General administration:

- the provision of general information to the public, the lodging of complaints and paying of fees including rates and dog licences; and
- administration of Department of Transport payments.

Processes of government:

- ordinary and special Council and Committee meetings; and
- Public meetings, community consultation and election of Council Members.

People with disability in the Shire of Plantagenet

The number of people with disability in the Shire of Plantagenet is estimated to be 942, based on the statistics provided by the Australian Bureau of Statistics (ABS) Disability Estimates (modelled 2012)¹.

The Shire's population is ageing due to many retirees moving into the area. ABS statistics highlight that around half of people aged over 60 identify themselves as having a disability; therefore the proportion of people with disability within the Shire may increase markedly over the next five to ten years.

Planning for better access

The Western Australia Disability Services Act requires all Local Governments to develop and implement a Disability Access and Inclusion Plan (DAIP) to ensure that people with disability have equal access to facilities and services.

Other legislation underpinning access and inclusion includes the Western Australian Equal Opportunity Act (1984) and the Commonwealth Disability Discrimination Act (1992), both of which make discrimination on the basis of a person's disability unlawful.

¹ Australian Bureau of Statistics (ABS) survey of Disability, Ageing and Carers (2003) estimates that 20.6% of Australians identify themselves as having some form of disability.

Progress since 2012

The Shire of Plantagenet is committed to facilitating the inclusion of people with disability through the improvement of access to its facilities and services. The Shire's DAIP provides guidance for the Council and the Shire of Plantagenet community to become accessible and inclusive to people with disability, their families and carers.

Several strategies from the DAIP have been implemented by the Shire including:

- Providing an audio-book catalogue and e-book service which can be accessed through the internet, either at home or free of charge at the Library, for Library patrons;
- Purchasing exercise equipment designed for people with limited abilities for the Recreation Centre gymnasium;
- Delivering the Heartmoves program from the Recreation Centre which comprises exercise movements for people with limited abilities; and
- Progressing the Nature Play playground design, including the installation of a tractor funded by the Disability Services Commission, which is designed to suit all young people regardless of impairments to mental or physical development.

Shire staff attended a training session to enhance their understanding of the legislative and social requirements for disability access and inclusion, prior to updating the Shire's DAIP.

Access and Inclusion Policy Statement

Policy Number: CS/LP/1

Adopted: 24 July 2007

OBJECTIVE

The Shire of Plantagenet is committed to ensuring that the community is an accessible and inclusive community for people with disability, their families and carers. An accessible and inclusive community is interpreted as one in which all council functions, facilities and services (both in-house and contracted) are open, available and accessible to people with disability, providing them with the same opportunities, rights and responsibilities as other people in the community.

POLICY

The Shire of Plantagenet will plan to achieve the following strategies to ensure the community is accessible and inclusive for people with disability, their families and carers:

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;
2. People with disability have the same opportunities as other people to access the buildings and other facilities of the Shire of Plantagenet;
3. The Shire of Plantagenet provides information in a format that will enable people with disability to access the information as readily as other people are able to access it;
4. People with disability receive the same level and quality of service from the staff of the Shire of Plantagenet as other people;
5. People with disability have the same opportunities as other people to make complaints to the Shire of Plantagenet;
6. People with disability have the same opportunities as other people to participate in any public consultation arranged by the Shire of Plantagenet; and
7. People with disability have the same opportunities to obtain and maintain employment within the Shire of Plantagenet.

The Shire of Plantagenet is committed to consulting with people with disability, their families and carers and disability organisations in addressing barriers to access and inclusion.

Last Reviewed: 7 November 2017

Development of the Disability Access and Inclusion Plan

Responsibility for the planning process

The Manager of Community Services has responsibility to oversee the development, implementation, review and evaluation of the DAIP. The final plan is endorsed by the Council and it is the responsibility of a range of officers to implement the relevant actions.

Community consultation process

The Shire's DAIP expired in April 2017; an updated DAIP was drafted to guide further improvements to access and inclusion, based on Community Consultation and key stakeholder's outcomes.

The process included:

- Examination of the existing DAIP to see what has been achieved and what still needs addressing;
- Consultation with staff from both the Shire of Plantagenet and relevant agencies; and
- Consultation with the Shire's Disability Advisory Group and the community.

The community was informed through the Plantagenet News (local newspaper) and the Council's website that the Council was reviewing its DAIP. Members of the community were given the opportunity to provide comment by providing information by telephone, written form or e-mail.

Findings of the consultation

Several community members, the Local Area Coordinator from the Disability Services Commission and Shire representatives workshopped the expired Disability Access and Inclusion Plan to identify areas that need improvement and to eliminate tasks that have been actioned.

Responsibility for implementing the DAIP

It is a requirement of the Disability Services Act that public authorities must take all practical measures to ensure that its officers, employees, agents and contractors implement the DAIP.

Implementation of the DAIP is the responsibility of all areas of the Council. The Implementation Plan sets out who is responsible for each action.

Review and evaluation mechanisms

The Disability Services Act requires that DAIPs be reviewed at least every five years. Whenever the DAIP is amended, a copy of the amended plan must be lodged with the Disability Services Commission. The DAIP review will include an evaluation of activities that have occurred over the five years and will involve consultation with the community, staff, elected members and key agencies.

Reporting on the DAIP

The Manager of Community Services (employee with responsibility for the DAIP) will analyse progress of the DAIP Implementation Plan annually and provide a report to the Council on progress and recommended changes. A copy of the report must also be forwarded to the Disability Services Commission by 30 June annually.

The Disability Services Act also requires that the Shire reports on the implementation of the DAIP in the Annual Report, outlining:

- Progress towards the desired outcomes of its DAIP;
- Progress of its agents and contractors towards meeting the desired outcomes; and
- The strategies used to inform agents and contractors of its DAIP.

Promotion of the DAIP

The DAIP will be accessible from the Shire of Plantagenet internet site or e-mailed on request.

Promotion of the DAIP through local media outlets, for example the Plantagenet News, will occur following the endorsement of the DAIP by the Council.

Implementation Plan to improve access and inclusion

The following strategies have been developed to address each of the seven 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.	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. Audio books, e-books etc	Ongoing	Ongoing	Library Manager
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

Strategy	Task	Task Timeline	Completion (Date)	Responsibility
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
	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
	Provide an 'Outreach Library Service'	Ongoing	Ongoing	Library Manager
	Expand and promote the free on-line library services, ie. Audio books, e-books etc	Ongoing	Ongoing	Library Manager

Strategy	Task	Task Timeline	Completion (Date)	Responsibility
	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
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 as other people from the staff of the Shire of Plantagenet.

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 training	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 Councilors 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