

SHIRE OF YALGOO



DISABILITY ACCESS AND INCLUSION PLAN JANUARY 2015

This plan is available in alternative formats such as large print, electronic format (disk or emailed), on request.

Disability Access and Inclusion Plan for the Shire of Yalgoo

1.0 Background

1.1 The Shire of Yalgoo

The Shire of Yalgoo covers approximately 33,257.9 square kilometres of the Murchison Goldfields area of Western Australia's Mid West region.

Yalgoo town itself has a population of around 140 people with 422 people living throughout the Shire.

The main industries of the Shire are mining with more than \$500 million worth of production annually and pastoralism contributing around \$5.5M annually. Types of mining include gold, copper and iron ore.

1.2 Functions, facilities and services provided by the Shire of Yalgoo

The Shire of Yalgoo provides;

Services to properties including-

- Construction and maintenance of Shire owned roads, buildings, footpaths, walk trails, rubbish collection and disposal, caring of trees, street lighting, and bushfire control.

Services to community include-

- Provision and maintenance of recreation grounds, playing areas, and reserves, management of community centre, library and information services.

Regulatory services include-

- Planning, building and ranger services. Planning of roads and subdivisions in accordance with the town planning scheme, building approvals for construction, additions and alterations. Ranger services, including enforcement of local laws, dog, litter and pools/spas inspections.

General Administration including-

- The provision of general information to the public, rates notices, vehicle licensing.

Process of Government including-

- Ordinary and special Shire meetings, committee meetings, electors meetings and election of councillors.

1.3 People with disability in the Shire of Yalgoo

There is a small estimate of people with disability living within the Shire. The ABS figures were inconclusive of the number of people with disability in the Shire, however the officers, Shire and community are aware there are people with disability who live in the community.

1.4 Planning for better access

The Western Australian Disability Services Act 1993 (amended 2004) 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 Australia Equal Opportunity Act (1984) and the Commonwealth Disability Discrimination Act 1992 (DDA), both of which make discrimination on the basis of a persons disability illegal.

Since the adoption of the Disability Access and Inclusion Plan, the Shire has implemented many initiatives and made progress towards better access within the Shire of Yalgoo, these are as follows;

Improvement of existing functions, facilities and services to meet the needs of people with disability.

- Parks and reserves are accessible to people with disability;
- Shire public toilets meet the required accessibility standards; and
- Staff awareness of disability and access issues has been improved.

2.0 Access and Inclusion Policy Statement

The Shire of Yalgoo is committed to ensuring that the community is an accessible community for people with disability, their families and carers, via the following;

- The Shire of Yalgoo believes that people with disability, their families and carers who live in country areas should be supported to remain in the community of their choice.
- The Shire of Yalgoo is committed to consulting with people with disability, their families and carers and, where required, disability organisations to ensure that barriers to access are addressed appropriately.
- The Shire of Yalgoo is committed to ensuring that its agents and contractors work towards the desired outcomes in the Disability Access and Inclusion Plan.

The Shire is also committed to achieving the seven standards of its Disability Access and Inclusion Plan which are as follows;

1. Provide a means of ensuring that people with disability have the same opportunities as others to access the services of, and any event organised by the Shire of Yalgoo.
2. Provide a means of ensuring that people with disability have the same opportunities as others to access buildings and other facilities of the Shire of Yalgoo.
3. Provide a means of ensuring that people with disability receive information from the Shire in a format that will enable them to access information as readily as others are able to.
4. Provide a means of ensuring that people with disability receive the same level and quality of service from the staff of the Shire of Yalgoo as other people.
5. Provide a means of ensuring that people with disability have the same opportunities as others to make complaints to the Shire of Yalgoo.
6. Provide a means of ensuring that people with disability have the same opportunities as others to participate in any public consultation with the Shire of Yalgoo.
7. People with disability have the same opportunities to obtain and maintain employment with the Shire of Yalgoo.

3.0 Strategies to Improve Access and Inclusion

The Shire of Yalgoo is committed to achieving the following outcomes.

Timeliness of these outcomes is addressed in the implementation table in section five (5) of this DAIP document.

Outcome 1

People with disability have the same opportunities as other people to access the services of, and any events organised by a public authority.

Strategies
The Shire will develop partnerships with organisations that can assist it to offer the same opportunities to people with disability as other people.
The Shire will ensure that all Shire documentation is people with disability friendly.
The Shire will ensure that any events are organised so that they are accessible to people with disability.
The Shire will ensure that all policies and practices that govern the operation of Shire facilities, functions, and services are consistent with Shire policy regarding access and inclusion.

Outcome 2

People with disability have the same opportunities as other people to access the buildings and other facilities of a public authority.

Strategies
Review all external signage to ensure it is people with disability friendly.
Review and document all Shire buildings to ensure ease of access for people with disability and use this documentation as a plan for rectifying any access issues.
Ensure all Shire buildings and facilities are physically accessible to people with disability.
Ensure that all new or redevelopment works provide access to people with disability, where practicable.
Ensure adequate ACROD parking to meet the demand of people with disability in terms of quantity, quality, and location.
Ensure that parks and reserves are accessible.
Ensure that public toilets meet the associated accessibility standards.

Outcome 3

People with disability receive information from a public authority in a format that will enable them to access the information as readily as other people are able to access it.

Strategies
Improve community awareness that Shire information is available in alternative formats upon request (such as large print).
Improve staff awareness of accessible information needs and how to obtain information in other formats.
Ensure the Shire website offers appropriate links to information and material that will help people with disability in all dealings with the Shire.

Outcome 4

People with disability receive the same level and quality of service from the staff of the Shire of Yalgoo as other people receive from the staff of the Shire of Yalgoo.

Strategies
Improve staff awareness of disability and access issues and improve skills to provide good service to people with disability.
Improve the awareness of new staff and new councillors about disability, access and inclusion issues.
When required, the Shire will seek expert advice from the disability field on how to meet the access needs of people with disability.
Develop educational material for use by staff and councillors that shows how to deal effectively and appropriately with people with disability.

Outcome 5

People with disability have the same opportunities as other people to make complaints to the Shire of Yalgoo

Strategies
The Shire will review current grievance mechanisms to ensure that they are accessible for people with disability and are acted upon.

Outcome 6

People with disability have the same opportunities as other people to participate in any public consultation conducted by the Shire of Yalgoo.

Strategies
Ensure that any consultation is held at an accessible location.
Improve community awareness about the consultation process in place by advertising through various media and using all avenues of information dissemination.
Seek broad range of views on disability and access issues from the local community through effective consultation.
Commit to ongoing monitoring of the DAIP to ensure implementation and satisfactory outcomes.
Ensure people with disability are provided with an opportunity to comment on access to Shire services.

Outcome 7

People with disability have the same opportunity to obtain and maintain employment with the Shire.

Strategies
Review all employment documentation to ensure that they do not discriminate against people with disability.
Include an equal employment opportunity notice when advertising positions.

4.0 Development of the Disability Access and Inclusion Plan

4.1 Responsibility for the planning process

Two (2) Shire officers were given responsibility to oversee the development and implementation, review and evaluation of the plan and efforts have been made to include the participation of a person with disability.

4.2 Community consultation

In 2014, the Shire of Yalgoo undertook to review its Disability Services Plan (2006), and consult with key stakeholders to draft a new Disability Access and Inclusion Plan to guide further improvements for access and inclusion.

The process included:

- Examination of the initial Disability Services Plan and review to see what has been achieved and what still needs work;
- Examination of other Shire documents and strategies;
- Investigation of current good practice in access and inclusion;
- Consultation with key staff; and
- Consultation with the community.

An advertisement was placed in the December 2014 edition of the local Shire Newsletter advising the community that the Shire was re-developing its Disability Access and Inclusion Plan and that a draft of the Plan was available on the Shire website. The advertisement stated that the disability access and inclusion plan aims to address the barriers that people with disability and their families experience in accessing Shire functions, facilities and services, and invited community members to contact Shire officers in December 2014 to discuss and submit comments on the draft DAIP (2014).

4.3 Findings of the consultation

While the review and consultation noted a level of achievement in improving access it also identified a range of barriers that requires redress. These include:

- Processes of the Shire may not be as accessible as possible.
- Management not being engaged to the extent necessary to achieve lasting results.
- Events may not always be held in a manner and location that best facilitates the participation of people with disability.
- Staff may be uninformed or lacking in confidence to adequately provide the same level of service to people with disability.

The identification of these barriers impacted the development of strategies in the Disability Access and Inclusion Plan. The barriers have been prioritised in order of importance, which assists setting timeframes for the completion of strategies to overcome these access barriers.

4.4 Responsibility for implementing the DAIP

Implementation of the DAIP is the responsibility of all staff of the Shire of Yalgoo. The Disability Services Act 1993 (amended 2004) requires all public authorities to take all practical measures to ensure that the DAIP is implemented by its officers, employees, agents and contractors.

4.5 Communication of the plan to staff and people with disability

The community has been advised through the local media (newsletter and Shire website) that copies of the plan are available to the community upon request and in alternative formats if required.

As plans are amended Shire employees and the community will be advised of the availability of updated plans, using the same methods.

4.6 Review and evaluation mechanisms

The Disability Service Act requires that DAIP's be reviewed at least every five years. The DAIP Implementation Plan can be amended more frequently to reflect advancements of access and inclusion issues. Whenever the DAIP is amended, a copy of the amended plan must be lodged with the Disability Services Commission.

Monitoring and reviewing

The DAIP will be reviewed annually for progress and implementation with all progress and a local community organisation will assist in the review to ensure a comprehensive and independent process is achieved.

Evaluation

An evaluation will occur as part of a five yearly review of the DAIP. Community, staff and elected members will be consulted as part of the evaluation and Implementation Plans will be amended based on the feedback received. Copies of the amended Implementation Plan, once endorsed by Shire, will be available to the community in alternative formats.

4.7 Reporting of DAIP

The Disability Services Act requires the Shire to report on the implementation of its DAIP in its annual report outlining:

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

5.0 Implementation Plan

The Implementation Plan details the task, timelines and responsibilities for each strategy to be implemented in 2014-2015 to progress the strategies of the DAIP.

It is intended that the Implementation Plan will be updated annually through Shire's operations, to progress the achievements of all the strategies over the duration of the five year plan.

Outcome 1

People with disability have the same opportunities as other people to access the services of, and any events organised by a public authority.

Strategy	Task	Timeline	Responsibility
Make library technology as accessible as possible.	<ul style="list-style-type: none"> Review library technology to ensure it is as accessible as possible. 	Annual & On going	Library Officer
Shire will ensure that any events are organised so that they are accessible to people with disability.	<ul style="list-style-type: none"> Ensure the needs of people with disability are planned for and provided by using the checklist provided through the access resource kit as provided by DSC. 	On going	CEO, EHO
Shire will ensure that all policies and practices that govern the operation of Shire facilities, functions, and services are consistent with Shire Policy regarding access.	<ul style="list-style-type: none"> Ensure all buildings, facilities and services are accessible to people with disability through ongoing review and evaluation using devised checklists and annual audits. Through these audits a report will be generated that clearly identifies improvements to ensure the inclusion and accessibility for everyone. Again using the guide and checklist provided through the access resource kit developed by the DSC. 	September 2015 & Ongoing	CEO, DCEO, Tech Services, EHO
The Shire will develop partnerships with organisation that can assist it to offer the same opportunities to people with disability as other people.	<ul style="list-style-type: none"> Meet with Centacare, Police and MEEDAC to review and adjust activities and programmes to ensure they are all accessible by people with disability. 	Dec 2015 & On going	CEO, DCEO, EMC
The Shire will ensure that all documentation is people with disability friendly.	<ul style="list-style-type: none"> Review all Shire documentation to ensure it is easy to understand and complete by people with disability. 	Dec 2015 & On going	DCEO, EMC, EA, EHO
The Shire will ensure that any events are organised so that they are accessible to people with disability.	<ul style="list-style-type: none"> All events to be reviewed from a people with disability point of view. 	March 2015 & On going	DCEO, CYDC
The Shire will ensure that all policies and practices that govern the operation of Shire facilities, functions, and services are consistent with Shire Policy regarding access and inclusion.	<ul style="list-style-type: none"> All policies are reviewed to ensure people with disability are not disadvantaged. 	Dec 2015 & On going	CEO, DCEO, EMC, CYDC

Outcome 2

People with disability have the same opportunities as other people to access the buildings and other facilities of a public authority.

Strategies	Task	Timeline	Responsibility
Ensure that all new or redevelopment works provide access to people with disability, where practicable.	<ul style="list-style-type: none"> All facilities allow for access for people with physical, cognitive, sensory and psychiatric disability through the application of specific building and planning codes. This includes ramped elevations, rails, and appropriate signage, line marking and raised footholds at intersections where practicable. 	Annual & Ongoing	DCEO, EHO
Ensure adequate ACROD parking to meet the demand of people with disability in terms of quantity, quality, and location.	<ul style="list-style-type: none"> Undertake an audit of ACROD bays and implement a program to rectify non-compliance. (Checklist, from ART) 	June 2015	DCEO, EHO
Review all Shire buildings to ensure ease of access for people with disability and use this document as a plan for rectifying any access issues.	<ul style="list-style-type: none"> Systematic review and reporting on people with disability accessibility. Incorporate findings in all new plans. 	Annual & On going	DCEO, EHO
Ensure all buildings and facilities are physically accessible to people with disability.	<ul style="list-style-type: none"> Audit of all buildings. 	On going	DCEO, EHO
Review all external signage to ensure it is people with disability friendly.	<ul style="list-style-type: none"> Undertake audit of all people with disability signage. 	June 2015	CYDC

Outcome 4

People with disability receive the same level and quality of service from the staff of the Shire of Yalgoo as other people receive from the staff of the Shire of Yalgoo.

Strategies	Task	Timeline	Responsibility
Improve staff awareness of disability and access issues and improve skills to provide good service to people with disability.	<ul style="list-style-type: none"> Advise staff of minimum requirements Conduct a survey of all staff to determine training needs-completed. 	July 2015 & On going	CEO, EHO, EMC
Improve the awareness of new staff and new councillors about disability and access issues.	<ul style="list-style-type: none"> Provide information and establish training in the induction for new staff and councillors. 	October 2015	EHO, EMC, EA
When required, Shire will seek expert advice from the disability field on how to meet the access needs of people with disability.	<ul style="list-style-type: none"> Keep an updated database on people who can be called upon to ask advice. 	September 2015 & Ongoing	Administration Officers
Develop educational material for use by staff and councillors that shows how to deal effectively and appropriately with people with disability.	<ul style="list-style-type: none"> Create pamphlets and documents designed to improve people with disability's experience when dealing with the Shire. 	March 2015	CYDC

Outcome 5

People with disability have the same opportunities as other people to make complaints to the Shire of Yalgoo

Strategies	Task	Timeline	Responsibility
The Shire will review current grievance mechanisms to ensure that they are accessible for people with disability and are acted upon.	<ul style="list-style-type: none"> Review current mechanisms for access. Consult with people with disability and expert advice. Develop other methods of making complaints, such as web based forms, access to interpreters, advocacy services, and alternative arrangements such as carers, parents, and guardians acting as advocates. Promote accessible complaints mechanisms to the community. 	November 2015 November 2015 November 2015	EHO, EMC, EA

Outcome 6

People with disability have the same opportunities as other people to participate in any public consultation conducted by the Shire of Yalgoo.

Strategies	Task	Timeline	Responsibility
Ensure that any consultation is held at an accessible location.	<ul style="list-style-type: none"> Advise all staff on appropriate venues for all consultations. 	On going	CEO & all Staff
Ensure people with disability are provided with an opportunity to comment on access to services.	<ul style="list-style-type: none"> Shire's Disability Services Coordinator will liaise with contractors, who are developing and implementing the Shire evaluation activities, to increase their awareness of the importance of getting comments on services by people with disability. Develop feedback mechanism for use of all disability services provider to by the Shire. 	August 2015 August 2015 & Ongoing	CEO, EMC, DCEO CEO, EMC, DCEO
Improve community awareness about the consultation process in place. Advertising through various media and using all avenues of information dissemination.	<ul style="list-style-type: none"> Promote the existence and role / purpose of the DAIP to the community. Shire representatives to meet regularly to discuss and review DAIP and processes used to develop DAI policies, and make improvements where possible. 	July 2015 July 2015 & Ongoing	EMC, EA, CYDC
Improve access for people with disability to the established consultative process of the Shire.	<ul style="list-style-type: none"> Consult with people with disability using a range of mediums, including survey, focus groups, interviews on a regular basis. 	September 2015 & Ongoing	CEO, EMC, CYDC
Seek broad range of views on disability and access issues from the local community through effective consultation.	<ul style="list-style-type: none"> Include appropriate questions about access and inclusion in general Shire surveys and consultative events. Actively pursuit ideas and thoughts from people with disability. 	September 2015 & Ongoing August 2015 & Ongoing	EMC, CYDC EMC, CYDC
Commit to ongoing monitoring of the DAIP to ensure implementation and satisfactory outcomes.	<ul style="list-style-type: none"> The Shire will regularly monitor the progress of the plan and be involved in the annual reviews. 	July 2015	CEO, EHO

Outcome 7

People with disability have the same opportunity to obtain and maintain employment with the Shire as other people.

Strategies	Task	Timeline	Responsibility
Review all employment documents to ensure that it does not discriminate against people with disability.	<ul style="list-style-type: none"> Audit all HR policies to ensure they do not discriminate people with disability . Include an equal employment opportunity notice when advertising positions. 	June 2015	CEO, EMC Rates/Payroll