

Shire of West Arthur

Disability Access and Inclusion Plan (DAIP) 2017 -2022

This plan is available in alternative formats such as large print, electronic format (disk or emailed), audio or Braille, on request and on the Shire's website.

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The Shire of West Arthur acknowledges the input received from many individuals and groups within the community, which has been invaluable in the review of this Disability Access and Inclusion Plan.

In particular, thanks are given to Home and Community Care, Westcare, community nurse, Seniors Officer, health services and Shire employees, councillors and individual community members.

Background

The Shire of West Arthur

The Shire of West Arthur is located in the Central Wheatbelt region of Western Australia encompasses an area of 2,850 square kilometres.

The Shire is situated in a prosperous mixed farming area with a population of approximately 904 people. Local industries include wool, sheep, timber, grain, forestry, beef, engineering and earthmoving.

The main town of Darkan is a mix of retail and commercial centres, recreation, local government and community facilities.

As a long established area, the Arthur River precinct contains a number of historical buildings. There are also historical buildings at Duranillin, Moodiarrup and Bowelling.

Within the Shire are Lake Towerrinning and many reserves popular with locals and tourists.

Functions, facilities and services (both in-house and contracted) provided by the Shire of West Arthur

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

Services to property: construction and maintenance of Shire owned buildings roads, footpaths, rail trail and cycle facilities; land drainage and development; waste collection and disposal; litter control and street cleaning; planting and caring for street trees; numbering of buildings and lots; street lighting; bush fire control and emergency management.

Services to the community: provision and maintenance of playing areas, parks, gardens, reserves and facilities for sporting and community groups; management of recreation centre and pool; public library and information services; seniors activities and welfare, youth services and community events.

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

General administration: the provision of general information to the public and the lodging of complaints and payment of fees including rates, dog and cat licences and Department of Transport licensing services.

Processes of government: ordinary and special Council and committee meetings; electors' meetings and election of Council Members; and community consultations.

People with disability in the Shire of West Arthur:

It is estimated that there are around 148 people with disability living within the Shire (down from 197 when the last DAIP was completed in 2012), 16.3% (down from 21.7%) of the permanent population of 904 (the Australian Bureau of Statistics(ABS) 30 June 2015 figures).

Disability, Ageing and Carers, Australia: Summary of Findings, 2015

The disability prevalence rate in Australia has remained relatively stable over time, with 18.3% of people reporting disability in 2015, and 18.5% in 2012 and 2009. In this survey, a person has disability if they report they have a limitation, restriction or impairment, which has lasted, or is likely to last, for at least six months and restricts everyday activities. There are many different kinds of disability, usually resulting from accidents, illness or genetic disorders. Disability may affect a person's mobility, communication or learning. It can also affect their income and participation in education, social activities and the labour force. The collection of information about people with disability is important for many reasons including the provision of appropriate services and support.

In 2015:

- *Almost one in five Australians reported living with disability (18.3% or 4.3 million people).*
- *The majority (78.5%) of people with disability reported a physical condition, such as back problems, as their main long-term health condition. The other 21.5% reported mental and behavioural disorders.*
- *More than half of those with disability aged 15 to 64 years participated in the labour force (53.4%), which is considerably fewer than those without disability (83.2%). These results are consistent with those in the 2012 SDAC.*

Source: Australian Bureau of Statistics

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 its 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 person's disability unlawful.

Progress since 1995

The Shire of West Arthur is committed to facilitating the inclusion of people with disability through the improvement of access to its information facilities and services. Towards this goal the Shire adopted its first Disability Service Plan (DSP) in 1995 to address the access barriers within the community.

The Shire developed a Disability Access and Inclusion Plan (DAIP) in 2007. Since the adoption of the initial DSP and the DAIP, the Shire has implemented many initiatives and made significant progress towards better access. Some of these are highlighted in Appendix 1 under the relevant key outcome headings of the 2007 DAIP.

In June 2015 the Shire included *“Outcome 7: People with disability have the same opportunities as other people to obtain and maintain employment with a public authority.”* in its 2012-2017DAIP and continues to maintain and implement strategies to improve access and inclusion in the Shire of West Arthur.

Access and Inclusion Policy Statement

The Shire of West Arthur is committed to ensuring that the community is accessible for and inclusive of people with disability, their families and carers.

The Shire of West Arthur interprets an accessible and inclusive community 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.

Shire of West Arthur 2017-2027 Strategic Plan

Strategic Initiatives:

- The needs of people with disability will be considered to enable access and inclusion in the community.
- Will ensure sustainable quality facilities are provided:
 - Asset management plans have been developed for all Council buildings and community infrastructure.
 - Annual inspections on all buildings and public infrastructure have been undertaken.
 - All identified urgent maintenance completed.
- Active participation by the community through engagement with council to optimise input into to planning and decision making.
 - Community engagement strategies will be integrated into planning and decision making.
 - Community participation with council will be facilitated through a variety of methods

The Shire of West Arthur:

- will ensure its agents and contractors work towards the desired outcomes in the DAIP;
- is committed to supporting local community groups and businesses to provide access and inclusion of people with disability; and
- is committed to achieving the seven desired outcomes of its DAIP.

These are:

1. People with disability have the same opportunities as other people to access the services of, and any events organised by, the relevant public authority.
2. People with disability have the same opportunities as other people to access the buildings and other facilities of a public authority.
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.
4. People with disability receive the same level and quality of service from the staff of a public authority as other people receive from the staff of that public authority.
5. People with disability have the same opportunities as other people to make complaints to a public authority.
6. People with disability have the same opportunities as other people to participate in any public consultation by a public authority.
7. People with disability have the same opportunities as other people to obtain and maintain employment with a public authority.

Development of the Disability Access and Inclusion Plan

Responsibility for the planning process

The Chief Executive Officer has responsibility to oversee the development, implementation, review and evaluation of the plan. The final plan is endorsed by Council and it is the responsibility of all officers to implement the relevant actions.

Community consultation process

In 2017, the Shire undertook to review its Disability Access and Inclusion Plan (DAIP) consult with key stakeholders and update the DAIP to guide further improvements to access and inclusion.

The process included:

- examination of the initial DAIP and subsequent progress reports to see what has been achieved and what still needs work;
- consultation with key staff;
- consultation with the community
- reference to the Age-Friendly Communities study conducted in 2010
- information from the 2015 Age Friendly Communities in Small Towns project and
- consultation with HACC, St John's Ambulance, Seniors Coordinator, Shire staff, seniors and community members.

The Disability Services Act Regulations (2004) set out the minimum consultation requirements for public authorities in relation to Disability Access and Inclusion Plans (DAIPs). Local Governments must call for submissions (either general or specific) by notice in a newspaper circulating in the Local Government area and on any website maintained by or on behalf of the Local Government. Other mechanisms may also be used.

The following consultation methods were used:

- In April/May 2017 the community was invited to identify any barriers for disability access and inclusion through the local newspaper, posters on local notice boards, Community Resource Centre community email and the Shire's website. They were invited to provide input either in writing, by telephone or in person. Comments were received by written/email submissions, in person and phone calls.
- Drafts of the Plan were distributed to members of the Community and Seniors Officer to gain feedback on barriers and strategies in June 2017. Shire employees were asked for their input to the plan and to identify any areas of need.

- The Community Nurse, Home and Community Care, Westcare, local St John Ambulance volunteers and Health and Resource Centre staff were consulted and asked for their input into the plan.
- Shire employees made contact with residents to discuss the barriers to services and facilities.
- The draft Plan was advertised in “The Bleat “newspaper and placed on the Shires website, included in the Community Resource Centre newsletter and comments invited in April and May 2017.
- The draft Plan was forwarded to Disability Services in December 2017 prior to endorsement by Council to ensure it complied with the legislation
- The final Plan was presented to Council at the December 2017 Council meeting, where it was endorsed.
- The endorsed Plan was submitted to Disability Services Commission and placed on the Shire website and made available for distribution December 2017.

Findings of the consultation

The review and consultation found that most of the initial objectives in the first two DAIP's had been achieved and that a revised plan was required to address access barriers. It should also reflect legislative and regulatory changes such as striving for inclusion and access beyond the minimum compliance of the standards.

The consultation also identified a variety of remaining barriers to access and inclusion, to be addressed in the revised DAIP.

Access Barriers

The access barriers identified in the consultation process were:

Buildings:

Pioneer Hall:

- The step in on the south side, the floor is uneven at the entry.

Health and Resource Centre:

- Elderly ladies having difficulty opening the toilet door, hand rails would be useful (Staff assist the elderly /frail to open doors when required. Staff promote the use of the availability of a disabled toilet with an easy open door).
- Automatic doors close too quickly when escorting two visually impaired elderly people into the building.
- The door into the nurse's room is not wide enough and is difficult for accessing.
- Disabled toilet is poorly positioned, it should be in the centre of the wall with rails on both sides and side access on both sides to be able to render assistance to those in wheelchairs etc. It is difficult to access in a wheel chair or walking frame.
- Entering through the back door is difficult.
- Rear access needs cementing for ambulance access. (Note this area will be redeveloped when the building extension is undertaken).
- The reception caters for various activities, including other visiting health professionals, library, bank, Community Resource Centre. Security and privacy would be an issue for the staff if the bench height were lowered. This was discussed when they completed their last upgrade.
- An isolated waiting area for the doctor would be useful for those at high risk of infection, though very few health services offer that option, some request that those likely to spread infection wear a mask.

St Johns:

- Lot numbers as opposed to Rural St addressing is sometimes difficult and confusion and can delay response time. Kerbside numbers work well. Only concern is the road side numbers for the homes west of town on Coalfields Highway, and south of town on Darkan South Road. These are lot numbers, and create confusion for Ambulance jobs. It may have been rectified now, but was an issue 12 months back when time was lost trying to work out where the "Lot" number was. Roadside numbers (rural) are great, along with kerbside numbers in town.

Access into the shops:

- Difficult to access hardware, supermarket, Post Office automatic doors needed.

Shire Office:

- Disability parking is not available, there is a bay marked but does not have level access from road.

Communication:

- Communication can be a problem for visually impaired people in finding out what is going on in the district, no solution was suggested, though carers are the main relaters of information.

- West Arthur Shire has a close relationship with the CRC and medical facilities, there is a lot of communication between organisations as they are geographically close and appear to work together closely as opposed to Wagin where they don't appear to have a close relationship at all.
- The Broadband for Senior's computer access is a wonderful facility enabling the Neil Smiths who are visually impaired and elderly to be able to Skype their daughter in England.

Welfare:

- Current Westcare system works well, though public not always aware of the criteria to access services. Often get requests from Southern Agcare for assistance for clients. They act when public issues are relevant for them to render financial assistance.
- Respite care has been identified as a critical gap, type/s of respite care are not available: Centre-based respite, community access respite, in-home respite, overnight or weekend respite.

Footpaths:

- More footpaths around town with proper ramps to ensure it is easy to get up and down from them. Some streets have no footpath on either side – e.g. Fisher St between Hillman and Arthur.
- Public toilet too far from Skate Park.
- Path through Railway Reserve has tree roots lifting the path which makes it difficult for anyone with gophers, walking frames or sticks.
- Tree roots are a hazard when walking around town.
- Footpaths need attention particularly Hillman Street.
- The pathway near the NAB bank is uneven and the slabs need replacing with an even path.
- Nangip Crescent is dangerous to walkers at the corner of Arthur St as pedestrians have to walk on the road and cars are unable to see them clearly.
- Some footpaths are difficult to negotiate with prams as branches are too low on trees, Horwood to Hillman St, gum nuts are an issue as well as gravel on the road, a footpath would be useful and safer.
- Wheelchair access onto beach or jetties at Lake Towerrinning. Currently there are steps to the swimming area and a gravel path to the boat ramp area. A ramp from the carpark down to the beach is required so the beach is accessible. Due to the steep terrain a plan is needed with engineering specifications for construction. All access areas in the public area require some attention and professional advice needs to be sought to comply with Australian Standards for pathways. A plan detailing what to construct is required. No disability parking available.
- A path is needed at the cemetery. The older residents find the gravel difficult to navigate when attending funerals. They don't feel safe relying on a walking stick to help with their balance.
- A path is needed at the cemetery. Older residents find the gravel difficult to navigate when attending funerals they don't feel safe relying on a walking stick to help with their balance.

Transportation:

- No public transport.
- HACC bus once a fortnight and occasionally does not come from Wagin if needed there.

- HACC car for local transport.
- Need community bus to reduce social isolation and increase activities.
- Need to have over 85 years driving test in Darkan.

Housing:

- Cottage homes good but some sort of hostel style accommodation with overnight supervision needed.
- Home modifications not always timely, adequate or followed up.

Safety:

- Limit speed through shopping centre.
- Darkan perceived as very safe.

These barriers informed the development of strategies in the DAIP. The barriers have been prioritised in order of importance, and taking into consideration budgetary constraints, which assists in setting timeframes for the completion of strategies to overcome those access barriers.

Responsibility for implementing the DAIP

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

Communicating the plan to staff and people with disabilities

- In June 2017 copies of the draft DAIP review were sent to all those who contributed to the review process. The 2017-2022 Disability Access and Inclusion Plan was endorsed by Council at the December 2017 ordinary Council Meeting.
- The community was informed through the local media (newspaper and Shire website) and via the Community Resource Centre community email that copies of the plan were available upon request and in alternative formats if required, including hard copy in standard and large print, electronic format, audio format on CD, by email and on the Shire's website.
- As plans are amended Shire staff and the community will be advised of the availability of updated plans, using the above methods.

When Council endorses the Plan it will then:

- Be placed on the Shire website
- Advertised in the local newspaper "The Bleat"
- Copies made available via email and hard copies and alternative formats on request from the Shire Office.

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 Implementation Plan can be updated more frequently if desired.

Monitoring and Reviewing

The employee with responsibility for the DAIP will analyse progress in implementing the DAIP and provide a report to management and Council on progress and recommended changes to the implementation plan annually.

The Shire's DAIP will be reviewed and submitted to the Disability Services Commission in 2022. The report will outline what has been achieved under the Shire's DAIP 2017 -2022.

Evaluation

- An evaluation will occur as part of the five-yearly review of the DAIP.
- The community, staff and Elected Members will be consulted as per the endorsed consultation strategies, as part of any evaluation.

Reporting on the 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 such as through induction processes prior to commencing works and formal contract documentation including purchase orders.

The Shire is also required to report on progress in the prescribed format to the Disability Services Commission by June 30 each year.

Strategies to improve access and inclusion

The following overarching strategies have been developed to address each of the seven desired outcome areas of the Disability Services Act from feedback gained in the consultation process. These will form the basis of the Implementation Plan.

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 West Arthur.

Strategy	Timeline
Ensure that people with disability are consulted on their needs for services and the accessibility of current services be considered to enable access and inclusion in the community.	Ongoing
Ensure suitable access to the information in the library.	Ongoing
Continue to link the DAIP and other Shire plans and strategies.	Ongoing
Ensure that events, whether organised or funded, are accessible to people with disability.	Ongoing

Outcome 2: People with disability have the same opportunities as other people to access the buildings and other facilities of a public authority.

Strategy	Timeline
Ensure that sustainable quality facilities that meet the standards for access are provided: <ul style="list-style-type: none"> • Asset management plans have been developed for all Council buildings and community infrastructure. • Inspections on all buildings and public infrastructure have been undertaken. • All identified urgent maintenance completed. 	Ongoing Annually Ongoing
Ensure that all new or redevelopment works meet the standards for access.	Ongoing
Ensure that ACROD parking meets the needs of people with disability in terms of quantity and location. Ensure the bays are marked and the kerb on to the road is easily manoeuvred.	Ongoing
Encourage local businesses to provide accessible venues.	Ongoing
Ensure that all recreational areas are accessible.	Ongoing

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.

Strategy	Timeline
Ensure that the community is aware that Shire information is available in alternative formats upon request.	Ongoing
Improve employee awareness of accessible information needs and how to provide information in other formats.	Ongoing
Ensure that the Shire's website meets contemporary good practice.	Ongoing

Outcome 4: People with disability receive the same level and quality of service from the staff of a public authority as other people receive from the staff of that public authority.

Strategy	Timeline
Ensure that all employees, existing and new, and elected members are aware of disability and access issues and have the skills to provide appropriate services.	Ongoing

Outcome 5: People with disability have the same opportunities as other people to make complaints to a public authority.

Strategy	Timeline
Ensure that grievance mechanisms are accessible for people with disability and are acted upon.	Ongoing

Outcome 6: People with disability have the same opportunities as other people to participate in any public consultation by a public authority.

Strategy	Timeline
Active participation by people with disability through engagement with council to optimise input into to planning and decision making.	Ongoing

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

Strategy	Timeline
Improve methods inclusive recruitment practices of attracting, recruiting and retaining people with disability.	Ongoing

Appendix 1

Progress made during 2012-2017 under the Disability Access and Inclusion Plan

1. Existing functions, facilities and services are adapted to meet the needs of people with disability.

- Large print, Talking books and “Playaway” mp3 books are available in a clearly signed location in the library.
- Overdrive and Borrow Box have both been made available for all library users.
- Hand rails installed in the toilets in Music and Drama rooms for use by Seniors.
- Children’s toilets have been installed at Kids Central at the Darkan Sport and Community Centre.
- High back chairs and couches were provided for the Health and Resource Centre waiting areas.
- Chairs with arms have been provided for use by those having difficulty getting out of chairs without arms, they provide more support at the Darkan Town hall.
- New footpaths have been installed in the Darkan town site including new paths alongside the new Independent Living Units.
- A priority bin service was developed to assist people who are unable to move their bin to and from the kerbside.

2. Access to buildings and facilities has been improved.

- A Disabled parking bay was located at the front of the Health and Resource Centre building, including kerb and ramp modifications.
- Automatic doors installed at the entrance to the Health and Resource Centre and the Shire Office.
- The Darkan Sport and Community Centre extensions:
- An accessible toilet has been built and can be accessed from both Kids Central and the Sports Club.
 - All new paving is set at floor level allowing easy access for wheelchairs and prams.
 - Ramps have been installed to access the hard courts.
 - A pram and wheelchair access gate has been installed at the bowling green.
- Disabled parking bay constructed
- Steps have been installed in the swimming pool to create as easy access entry area.

- Unisex accessible public toilets were built at Arthur River, Lake Towerrinning and Duranillin.
- Luminous kerbside street numbering was installed in the Darkan town site.
- Paths in the Nangip Creek Reserve were topped with limestone to create a more stable walking surface.
- Renovations to the Darkan Hall have created a more user friendly venue with easier access and the issue of tap in the kitchen addressed.
- Plans for extensions to the Health and Resource Centre include male and female accessible toilets while retaining the current accessible toilet. The new entrance will be pram/gopher/wheelchair friendly.
- Eight new Independent Living units have been constructed in Darkan

3. Information about functions, facilities and services is provided in formats which meet the communication needs of people with disability.

- Information is made available in alternative formats on request.
- The availability of alternative format information is promoted via local newspaper and Shire publications.

4. Employee awareness of the needs of people with disability and skills in delivering services is improved.

- Key and new Shire employees receive disability awareness information as part of their induction.

5. People with disability are easily able to use the grievance mechanisms that are in place

- A Hazard Report Form was developed and made available for residents to report hazards in the Shire that require attention.
- A contact form is now available on the Shires website to enable people to contact the Shire directly in addition to a Facebook page where information can be shared.

6. Participation in public consultations, and decision-making processes is easily accessible.

Information on consultations was simplified and made available in alternative formats upon request.

- Municipal election voting is now conducted by postal ballot, removing the need for voters to attend centres to vote.
- An Aged Friendly forum was held to determine the current and future needs of the Shire's senior residents and an Age Friendly Plan created for the Shire.
- An Age Friendly Audit was conducted in 2015 as part of the Creating Age Friendly Communities in Small towns project, as part of the audit, residents were consulted and surveyed.

The community were surveyed in relation to the Shire of West Arthur Strategic Plan 2017-2022 review where all comments were welcomed and regarded in future

planning for the Shire.

7. Opportunities are provided for people with disability to gain and maintain employment with the Shire.

West Arthur is an Equal Opportunity employer and interviews are held in Shire facilities with easy access. The Shire's Human Resources Policy was created and is reviewed taking into consideration the following legislation: Local Government Act 1995 (WA) Workplace Relations Act 1996 (Cwth) Superannuation Guarantee (Administration) Act 1992 (Cwth) Race Discrimination Act 1975 (Cwth) Disability Discrimination Act 1992 (Cwth) Human Rights and Equal Opportunity Act 1986 (Cwth) Equal Opportunity for Women in the Workplace Act 1999 (Cwth) Age Discrimination Act 2004 (Cwth) Industrial Relations Act 1979 (WA) Minimum Conditions of Employment Act 1993 (WA) Long Service Leave Act 1958 (WA) Workers Compensation and Injury Management Act 1981(WA) Industrial Training Act 1979 (WA) Occupation Safety and Health Act 1984 (WA) Equal Opportunity Act 1984 (WA) Migration Act 1958.

Shire of West Arthur

Disability Access and Inclusion Plan

Implementation Plan 2017 – 2022

Implementation Plan

The Implementation Plan details the task, timelines and responsibilities for each broad strategy to be implemented in 2017-2022 to progress the strategies of the DAIP.

It is intended that the Implementation Plan will be updated annually to progress the achievement 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 the Shire of West Arthur

Strategy	Task	Task Timeline	Responsibility
Ensure that people with disability are consulted on their needs for services and the accessibility of current services be considered to enable access and inclusion in the community.	<ul style="list-style-type: none"> • Involvement in review of Community and Strategic Plans. • Review of consultation process to ensure people with disability have the opportunity to contribute ideas(i.e. ILU's, HRC extension and Museum). 	July 2017 Ongoing	CEO Disability Services Coordinator
Ensure suitable access to the information in the library.	<ul style="list-style-type: none"> • Review of services and updating of suitable materials and services such as Borrow Box to ensure equitable access and needs met. 	Ongoing	Library Manager
Continue to link the DAIP and other Shire plans and strategies.	Integrated Planning reviews	Ongoing	CEO
Ensure that events, whether organised or funded, are accessible to people with disability.	<ul style="list-style-type: none"> • Ensure all Shire events planned are accessible to all. 	Ongoing	All staff

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

Strategy	Task	Task Timeline	Responsibility
Ensure sustainable quality facilities that meet the standards for access are provided.	<p>Asset management plans have been developed for all Council buildings and community infrastructure.</p> <ul style="list-style-type: none"> • Undertake inspections on all buildings and public infrastructure. • Complete all identified urgent maintenance. 	<p>Annually</p> <p>Ongoing</p>	<p>Shire Builder</p> <p>Shire Builder</p>
Ensure that all new or redevelopment works meet the standard for access.	<ul style="list-style-type: none"> • Ensure that the legal requirements for access are met in all plans for new or redeveloped buildings and facilities. • Ensure that no development application is signed off without a declaration that it meets the legal requirements. • Ensure that key staff are trained and kept up to date with the legal requirements. 	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	<p>Shire Builder</p> <p>Shire CEO Building/Health Officer</p> <p>Disability Services Coordinator</p>
Ensure that ACROD parking meets the needs of people with disability in terms of quantity and location.	<ul style="list-style-type: none"> • Ensure new parking lots comply (i.e. Health and Resource Centre expansion) and ensure the bays are marked and the kerb on to the road is easily manoeuvred. 	<p>2018/19</p>	<p>Works Manager</p>

Strategy	Task	Task Timeline	Responsibility
Promote the requirements for, and benefits flowing from, the provision of accessible venues to local businesses.	<ul style="list-style-type: none"> • Inform proprietors during routine inspections and enquiries regarding new ventures or modifications. 	Ongoing	Environmental Health Officer
Ensure that all recreational areas are accessible.	<ul style="list-style-type: none"> • Continue the implementation of the program of footpath upgrades including access ramps. • Remove trees that create hazards from tree roots and replace damaged sections. <ul style="list-style-type: none"> • Footpath at the cemetery • Composting toilets at Cemetery and Bowelling 	2018/19 2020 Ongoing 2018/19 2021	Works Manager Works Manager Works Manager Shire Builder

Outcome 3: People with disability receive information from the Shire of West Arthur 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	Responsibility
Ensure that the community is aware that Shire information is available in alternative formats upon request.	<ul style="list-style-type: none"> • Ensure that all documents carry a notation that it is available in alternative formats. • Publicise the availability of other formats in the local newspaper "The Bleat" 	Ongoing	Administration staff Disability Services Coordinator
Improve employee awareness of accessible information needs and how to provide information in other formats.	<ul style="list-style-type: none"> • Train employees in providing accessible Information and advise information can be sourced from the State Government Access Guidelines for Information, Services and Facilities guidelines. 	Ongoing	Disability Services Coordinator
Ensure the Shire's website meets contemporary good practice.	<ul style="list-style-type: none"> • Ensure website complies with the W3C web content guidelines. 	Ongoing	Administration staff

Outcome 4: People with disability receive the same level and quality of service from the employees of the Shire of West Arthur as other people receive.			
Strategy	Task	Task Timeline	Responsibility
Ensure that elected members and employees are aware of access needs and can provide appropriate services.	<ul style="list-style-type: none"> Review of knowledge and training needs of employees, conduct training as required and include in staff inductions. 	Ongoing	Disability Services Coordinator All Officers

Outcome 5: People with disability have the same opportunities as other people to make complaints to the Shire of West Arthur			
Strategy	Task	Task Timeline	Responsibility
Ensure that grievance mechanisms are accessible for people with disability and are acted upon.	<ul style="list-style-type: none"> Review current grievance mechanisms and implement any recommendations. 	Ongoing	Deputy CEO

Outcome 6: People with disability have the same opportunities as other people to participate in any public consultation by the Shire of West Arthur.			
Strategy	Task	Task Timeline	Responsibility
Active participation by people with disability through engagement with council to optimise input into to planning and decision making.	Strategic Initiative: <ul style="list-style-type: none"> Community engagement strategies will be integrated into planning and decision making. Community participation with council will be facilitated through a variety of methods. 	Ongoing	Administration staff

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	Responsibility
<p>Improve methods inclusive recruitment practices of attracting, recruiting and retaining people with disability.</p>	<ul style="list-style-type: none"> • Make sure job information documents are in an accessible format (font size of 12 point or 14 point, use Arial font. • Include Equal Employment Opportunity statement in the job information documentation. <i>“The Shire of West Arthur promotes a workplace that actively seeks to include, welcome and value unique contributions of all people. The Shire of West Arthur encourages people with disability, Aboriginal Australians, young people and people from culturally diverse backgrounds to apply for this job”</i> • Make sure the interview is held in an accessible venue. • Work with employees and service providers to enable ongoing employment, where possible, for people with disability. • Seek opportunities to engage local people with a disability in the workforce by liaising with support agencies. • Investigate introduction of individual capability evaluations for all employees in physically demanding roles and develop individual plans relevant to the employee. 	<p>Ongoing</p>	<p>Deputy CEO</p>