

Shire of Dowerin

Disability Access and Inclusion Plan

2013 -2018

Information Access:

This document explains how Council will improve access to functions, facilities and services for people with disabilities provided by the Shire of Dowerin in accordance with outcomes areas and Standards as stated within the *Western Australian Disability Services Act (1993)*

If you have any questions or would like to feedback regarding barriers to access or require this document in an alternative format such as large print, please telephone the Shire of Dowerin on 9631 1202 or, fax 9631 1193 or alternatively email admin@dowerin.wa.gov.au

Table of Contents

1. Executive Summary.....	3
2 Introduction.....	3
3. Access and Inclusion Statement.....	5
4. Demographic indicators of disability within the Shire of Dowerin.....	5
5. Relevant Legislation, Codes and Guidelines.....	7
Disability Services Act 1993.....	
Commonwealth Disability Discrimination Act 1992 (DDA).....	
Building Code Of Australia.....	
6. Role Of Council.....	8
7. Disability Service Plan 1996 -2005 Access achievements.....	9
8. Development of the Access and Inclusion Plan.....	10
Community Consultation.....	
Public Exhibition.....	
Access and Inclusion Plan Publication.....	
9. Community Consultation – Access and Inclusion Barriers.....	10
10. Progressing the Access and Inclusion Plan.....	12
11. Conclusion.....	12
Section B	
Progress since 1996 under the DOWERIN DISABILITY SERVICES PLAN.....	13
Shire of Dowerin Access and Inclusion Action Plan.....	13
Appendix A: Location of the Shire of Dowerin.....	19
Appendix B: Glossary of Terms and List of Acronyms (Responsibility).....	20
Appendix C: Disability Access Advisory Committee – Terms of Reference.....	21
Appendix D: Key Contact Service Providers.....	22

1. Executive Summary

The Western Australian Disability Services Act (1993) requires all State and Local Government Authorities to implement a Disability Access Inclusion Plan.

The Shire of Dowerin formally adopted the *Disability Access and Inclusion Plan 2013-2018* at the Ordinary Council Meeting on **22nd October 2013** will be referred to hereon as the *Access and Inclusion Plan 2013 - 2018*.

The overarching goal of the Access Inclusion Plan 2013 - 2018 is to provide equity of access and inclusion to Council services, facilities and functions provided by the Shire of Dowerin by identifying and redressing barriers that either restrict or prevent the full participation of people with disabilities.

Community consultation was undertaken with a broad spectrum of stakeholders inviting contributions from; local residents, disability service providers, Elected Members, Council Staff and the Shire of Dowerin Disability Access Advisory Committee.

Responses received through community consultation and findings based on recent research relating to barriers accessing respite, in-home support and recreation formed on the basis in which actions have been identified within the seven (7) outcome areas of the Access and Inclusion Plan 2013 - 2018.

2. Introduction

The Shire of Dowerin acknowledges that people with disabilities are valuable members of the community who have the same fundamental rights as all other residents to access services, functions and facilities. The Access and Inclusion Plan June 2006 - June 2011 provides the Shire of Dowerin with a framework to address barriers to access and inclusion across all areas of Council responsibility.

The Shire of Dowerin realises the importance of developing a forward plan to ensure that both the infrastructure and the communities' perception and awareness of the needs of people with a disability is enhanced through education.

Given the enormity of the task the plan sets to ensure that areas of the greatest need and impact for people with a disability are initiated first.

The Shire of Dowerin is committed to achieving initiatives within the following seven (7) Outcome areas and Standards as prescribed within the *Disability Service Act (1993)*.

Outcome 1: People with disabilities have the same opportunities as other people to access the services of, and any events organised by, the relevant Public Authority.

Standard: A disability access and inclusion plan must provide a means of ensuring that people with disabilities have the same opportunities as other people to access the services of, and any events organised by, the relevant public authority.

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

Standard: A disability access and inclusion plan must provide a means of ensuring that people with disabilities have the same opportunities as other people to access the buildings and other facilities of the relevant public authority.

Outcome 3: People with disabilities receive the information from the relevant public authority in a format that will enable them to access the information as readily as other people are able to access it.

Standard: A disability access and inclusion plan must provide a means of ensuring that people with disabilities receive information from the relevant public authority in a format that will enable them to access the information as readily as other people are able to access it.

Outcome 4: People with disabilities receive the same level and quality of service from the staff of the relevant public authority.

Standard: A disability access and inclusion plan must provide a means of ensuring that people with disabilities receive the same level and quality of service from the staff of the relevant public authority as other people receive from that authority.

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

Standard: A disability access and inclusion plan must provide a means of ensuring that people with disabilities have the same opportunities as other people to make complaints to the relevant public authority.

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

Standard: A disability access and inclusion plan must provide a means of ensuring that people with disabilities have the same opportunities as other people to participate in any public consultation by the relevant public authority.

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

Standard: A disability access and inclusion plan must provide a means of ensuring that people with disabilities have the same opportunities as other people to gain meaningful employment with a public authority

3. Access and Inclusion Statement

The Shire of Dowerin is committed to furthering the principles and outcomes of the Disability Services Act (1993) (amended 2004) and meeting the 7 Standards in the Disability Services regulations 2004.

The Access and Inclusion Statement of intent has been developed as a commitment by the Shire to enhance inclusion by providing access for people with disabilities to its services, functions and facilities
The following documents were referred to:

1. Shire of Dowerin strategic plan 2013 – 2023;
2. Disability Service Plan 2008 – 2013
3. Responses from the Access and Inclusions Plan Community Consultation

Council adopted the following Access and Inclusion Statement below as recommended by the Shire of Dowerin.

“The Shire of Dowerin endeavours to provide universally accessible and inclusive services and facilities for all people within the community”

4. Indicators of disability within the Shire of Dowerin

Australia's expanding ageing population is set to impact upon the community over the next two decades. An ageing population increases the likelihood of individuals acquiring a disability includin life chances, heredity and environmental influences.

The *West Australian Disability Services Act* (1993) defines a disability is a condition that:

- Is attributable to an intellectual, cognitive, neurological, sensory or physical impairment or a combination of those impairments;
- Is permanent or likely to be permanent
- Which may or may not be episodic in nature; and which results in:
 - A substantially reduced capacity of the person for communications, social interaction, learning or mobility ; and
 - A need for continuing support services.

The Shire of Dowerin are fortunate to have a Home and Community Care (HACC) service located in the district supporting people with a wide array of support services. There are a few with a disability that frequently use the Shire for a wide range of reasons whether that is for recreation, to visit or for employment opportunities.

There are an estimated 678 people residing in the Shire of Dowerin according to the Australian Bureau of Statistics (Census 2011). A loss of 104 people since the Census of 2001.

Shire of Dowerin Key Social Indicators:

Age

The total population for the Shire of Dowerin was 678 (Census 2011) It is estimated that residents aged 60 years and over represent 39.2% of the total population.

The median age of the population in Dowerin is 43 years, which is comparable to the rest of the region and State. Compared with WA, Dowerin has a similar proportion to the rest of the State of people aged between 20 and 35. There are 25 percent more males than females in Dowerin, compared with 12 percent more in the region and 1 percent fewer in WA. Indigenous people represent 2.3% of the total population, which is much less than that in the region and the state, and 22% of the population aged under 18, which is similar in the region and the state.

Extent and Type of Disability

Approximately 21 people residing in the Shire have some type of disability.

The most prominent type of disability was having a physical disability followed by people having a sensory disability. In addition there were 2 people found with a psychiatric disability. Many people with disabilities may have one or more disabilities.

Recent research findings from the report “*Barriers to respite, in-home support and recreation: a Community Development approach*”, reaffirmed synthetic estimates identifying physical and sensory disabilities as being significantly higher in comparison to other types of disabilities.

Health

Dowerin does not have a hospital but is serviced by two visiting doctors, twice per week. Hospital admissions can be made at nearby Goomalling Hospital, 23 km distant from Dowerin, 37 km to Wyalkatchem Hospital and 74 km to Wongan Hills.

Income Support

Socio-economic

The unemployment rate was relatively stable in the June 2013 quarter in Dowerin, while it was relatively stable in the region and decreased slightly in the state. In the previous three years unemployment rates in Dowerin were slightly lower than those in the region and the state.

The percentage of those who left school before year 12 in Dowerin was 68%, which is similar to that in the region and greater than that in the state. In Dowerin, the percentage of people who have difficulty with spoken English is much less than that in the region and the state.

The socio-economic indicators, suggest there are no obvious levels of advantage or disadvantage in Dowerin, compared with the region and the state. The Index of Advantage - Disadvantage was 944, which is similar to that in the region and less than that in the state.

The Index of Disadvantage is derived from attributes such as low income, low educational attainment, high unemployment and dwellings without motor vehicles.

Social Security entitlements being received were the Aged Pension followed by Unemployment Benefits and Disability Support Pensions and 1 person in receipt of a Carer Payment.

Household Type

There a number of residents living in a single person household which increases the risk of social isolation although being a small country town, the likelihood of this occurring is considered remote.

5. Relevant Legislation, Codes and Guidelines

Disability Services Act 1993 (DSA)

The *Western Australian Disability Services Act 1993* requires all State and Local Government authorities to implement a Disability Access and Inclusion Plan.

The *Disability Service Regulations Amendments (2004)* dictate how the provisions of the Act are applied to Disability Access and Inclusion Plans which includes:

- Standards for disability access and inclusion plans.
- Information in reports about disability access and inclusion plans
- Publication of disability access and inclusion plans
- Procedure for public consultation by authorities.

Commonwealth Disability Discrimination Act 1992 DDA

The DDA makes it unlawful to directly or indirectly discriminate or impose unjustifiable hardship against a person with any form of disability (i.e. Physical, Intellectual, Sensory, Psychiatric and Neurological). Discrimination as defined by the DDA (1992) is documented as having broad legislative application in:

- (a) work, accommodation, education, access to premises, clubs and sport: and
- (b) the provision of goods and services, facilities, and land : and
- (c) The administration of Commonwealth laws and programs.

The DDA applies to public and private sectors and allows people to complain to Human Rights and Equal Opportunity Commission if they encounter discrimination.

It is the intention of the DDA to eliminate, as far as possible discriminatory practices, but also to promote recognition and acceptance within the community of the fundamental rights of people with disabilities.

The DDA covers a disability which a person has now, may have in the future, had in the past or is assumed to have. The DDA also makes it unlawful to discriminate against a person on the basis that their associate (partner, carer, friend and family member or business partner) has a disability.

The DDA covers existing premises, including heritage buildings, those under construction and future premises. The definition includes not only buildings but parks, pathways and transport systems, streetscapes and play grounds.

Building Code of Australia (BCA)

The BCA references various Australian Standards and Codes to enable the achievement and maintenance of acceptable standards of structural sufficiency, safety (including the safety from fire), health and amenity for the benefit of the community now and in the future.

Part D# of the BCA (Volume One) titled "Access for People with Disabilities" determines which types (Class) and parts of buildings must comply with the access requirements currently referenced by the code.

Australian Standard (AS) – Design for Access and Mobility.

AS 1428 (Parts 1-4) is an important reference standard which prescribes the basic requirements for physical access for use in the planning, development and construction of all buildings and facilities. Part 1 is a mandatory requirement, as references under the BCA.

The objective of the standard is to provide building designers and users (architects, property owners, regulators and the like) with the minimum design requirements for new building work, to enable access for people with disabilities. The Australian Standard should also be used when providing improved or amended access to existing buildings and is usually used by profession access advisors as the basis for comprehensive access audits to identify access barriers across a wide range of premises.

For more information on relevant legislation, codes and guidelines refer to Appendix A: Key Contact Service Providers.

6. Role of Council

The Shire of Dowerin has a key planning role as a developer and provider of physical and social infrastructure for residents and all people who work, study or visit the district.

The Shire of Dowerin is governed by eight duly elected members of the Council including the President.

The Shire of Dowerin provides a diverse array of functions, facilities and services (in-house & contracted) some of which include:

Processes of Local Government:

Governance, Elections, Council meetings (Committee and Elector Meetings)

Regulatory Services:

Ranger Services, Building Services

General Administration:

Customer Service, Marketing and promotion, Management of Human Resources, finances, information, technology and assets.

Services to Property:

Waste Management, Public Building Maintenance, Transport Infrastructure, Street Lighting, Streetscapes, Roads, Parks

Services to the Community:

Library and Information Services, Environmental Health Services, Recreation Facilities including an Aquatic Centre), Community Development services to youth, the aged and people with disability, Public Events – (e.g. services to youth, the aged and people with disabilities, Public Events – (e.g. Australian Citizenship, Dowerin Field Days), Parks and Reserve, Donations, Sponsorship and Partnerships, Advocacy and leadership roles with government and regional groups.

7. Disability Service Plan 2008 – 2013

Access Achievements

This section briefly summarises some of the major achievements made by the Shire of Dowerin through the implementation of the disability service plan 2008 – 2013 to reduce barriers for people living with a disability in the district.

Outcome 1: existing services are adapted to meet the needs of people with a disability.

- All commercial building applications are accessed in accordance to the Building Code of Australia with regard to meeting the provisions for persons who are disabled.
- Procedures have been put in place to insure developers are responsible to maintain pedestrian access.
- Regular street maintenance inspections are undertaken to access safety issues.
- Footpath replacement is a continuing program.
- On going ranger monitoring of ACROD parking bays.
- Increased usage of appropriate signage at public venues.
- Research is continually undertaken to facilitate the development of more appropriate recreation, home support and respite services for people with disabilities.

Outcome 2: Access to buildings and facilities has improved.

- Disability access to all Council buildings were audited (in-house) and access to all has been achieved.
- All commercial building applications are accessed in accordance to the Building Code of Australia with regard to meeting the provisions for persons who are disabled. Liaisons with existing commercial businesses has resulted in most providing appropriate access for the disabled.

Outcome 3: Information about facilities and services is provided in formats which meet the communications requirements of people with disabilities.

- Council Meeting Agenda's, Minutes and Newsletters are available in large print and via audio tape if requested. Confirmed Minutes of Council meetings is available on the website also.

Outcome 4: Councillors and staff members have a greater awareness of the access and services needs of people with disabilities and the knowledge and skills to make the shire accessible to people with disabilities.

- In-house training and staff access awareness has been conducted.
- Improved staff awareness of how to utilise alternative communications formats

Outcome 5: Opportunities are provided for people with disabilities to participate in public consultation and decision making processes are provided.

- Increased opportunities for residents to feedback access issues or concerns through council newsletter.
- Council have provided an advocacy role for people with disabilities referring to matters outside council responsibilities to appropriate departments or organisations.

8. Development of the Access and Inclusion Plan.

Community Consultation:

Residents were invited to respond to Council with any ideas or information that should be included in this Plan. The consultation period of 6 weeks was concluded on 30th September 2013. No formal submissions were received.

Public Exhibition:

The Draft Access and Inclusion Plan September 2013 to June 2018 was made available for public comment from September 10th to September 30th 2013. . The Shire of Dowerin Access Inclusion Plan September 2013 to September 2018 has been lodged with the WA Disability Commission and is available from Shire administration, the Dowerin Tele-centre and lodged on the Shire website.

In addition, copies of the Access & Inclusion plan 2013 - 2018 were distributed to council officers, elected members and local disability service providers within the Shire of Dowerin.

The shire of Dowerin access and inclusion plan 2013 - 2018 is available in range of alternative formats including:

- (a) on request, at the shire offices
- (b) in electronic format ;
- (c) in hard copy format both standard and large print ; and
- (d) on request, by email ; and
- (e) On the website maintained by the Shire.

9. Community consultation – access and inclusion barriers

Although there were no formal submissions, this section summarises a range of issues that Council intends to consider as appropriate to the betterment of the Plan to improve access and inclusion. These issues do not necessary illustrate initiatives council implement to provide continuous access and improvements to core business activities during the term of the access and inclusion plan.

Outcome1 :Existing services are adapted to meet the needs of people with a disability.

- Ensure emergency evacuation procedures for people with disabilities are included in safety programs.
- Ensure information is clear on development applications.
- Improve access to footpaths to promote access to public.
- Provide information centres at open days and include older people.
- Improve promotion at sport and recreational opportunities for people with disabilities by having modified games for people with low fitness and adaptive equipment through the Be Active Regional Coordinator.
- Ensure contractors and contractual agreements comply with access standards.
- Review pathway access including kerb cuts located along parks, reserves and major picnic areas.
- Continue improvements to footpaths cycle paths and roads.
- Install flat curbing on central sections of road.
- Provide alternative transport for frail aged people to access the community and council facilities.
- Ensure audio visual equipment is available for presentation that assists people with disabilities.
- Groups are more aware to include people with disabilities.
- Review the extent of accessible parking.
- Ensure ACROD bays are not in need of repair.
- Improve safety in the community.
- Improved traffic movement treatments.

Outcome 2: Access to buildings and facilities is improved.

- Improve pedestrian access from kerbed roads and car parks
- Install ramps and where appropriate automatic doors to other Council buildings
- Provide improved physical access to venues.
- Improve audio system and acoustics In the Council Chamber.

- Signage improvements.
- Facilities available for people with disabilities within Council buildings needs to be written and available at the front counter and also lodged on the Shire website.

Outcome 3: Information about facilities and services is provided in formats, which meet the communication requirements of people with disabilities.

- Provide options for people with disabilities to communicate with Council.
- Promote the positive contributions people with disabilities make toward enhancing the local community.
- Customise information by directly targeting disability service providers to disseminate information.

Outcome 4: Councillors and staff members have a greater awareness of the access and service needs of people with disabilities and the knowledge and skills to make the Shire accessible to people with disabilities.

- Provide work placement opportunities for people with disabilities.
- Provide induction and on going training and general disability awareness sessions for staff promoting effective communication strategies for people with various types of disabilities.
- Provide presentations by relevant professionals in the disability field.
- Provide role playing to experience the difficulties faced by people with disabilities.
- Provide positive literature to enhance Access awareness in the private sector.
- Ensure that all staff at recreation facilities have the opportunity to regularly review and update their knowledge, skills and programmes in relation to catering for people.

Outcome 5: Opportunities are provided for people with disabilities to participate in public consultations and decision making processes and to have access to grievance mechanisms.

- Ensure Council meetings are accessible and provide access for people who have specific access requirements.
- Increase resident awareness of Councils commitment to address disability issues in promotional material.

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

- Publicly launch the Shire of Dowerin Access & Inclusion Plan
- Incorporate provisions for communicating access requirements into the preparation of community consultation surveys,, public launches and public meetings.
- Regularly promote in the Council Newsletter contact details to promote and encourage community feedback relating to the Access and Inclusion Plan
- Report issues relating to access and inclusion though staff meetings.

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

- All job advertisements will announce that this Shire is an equal opportunity employer

10. Progressing the Access and Inclusion Plan

The effectiveness of achieving outcome actions within the Access and Inclusion Plan is dependent upon a holistic approach involving Council staff and support from Elected Members. Each action within the Access and Inclusion Plan has been recognised as integral to the functioning of a specific section/s of a Council. All Access and Inclusion strategies are linked to internal Corporate Service planning to be implemented over five financial years commencing September 2013, and ceasing September 2018.

The Access and Inclusion Plan 2013 - 2018 is a dynamic working document which is overseen by the Disability Access Advisory Committee (DAAC), a committee of Council which meets regularly to discuss outcome actions and other issues as seen relevant to the plan.

The Shire of Dowerin Access and Inclusion Plan will be evaluated by:

- An annual report to the Council on the implementation and achievement of the Access and Inclusion Plan including the status of actions scheduled to be achieved over the seven (7) outcome areas;
- Additional initiatives;
- And strategies implemented by the Shire of Dowerin to inform its agents and contractors of the Access and Inclusion Plan 2013 - 2018;
- Community consultation feedback via the Dowerin Despatch or the Shire of Dowerin Community Newsletter.

11. Conclusion

The Access and Inclusion Plan September 2013 - June 2018 has been developed as a strategic means for the Shire of Dowerin to achieve equity of access to Council facilities, functions and services for all people including people with disabilities, their families and carers.

The Shire of Dowerin recognises that community feedback and on-going monitoring is imperative to assist Council to reach its goal.

Shire of Dowerin

Disability Access and Inclusion Plan

IMPLEMENTATION PLAN

2013 - 2018

Implementation Plan

The Implementation Plan itemises what the Shire of Dowerin will be undertaking in 2013 - 2018 to improve access to its services, information and facilities for people with disabilities.

The Implementation Plan is presented using a table to outline the:

- individual tasks being undertaken;
- timeline for completion of the individual tasks;
- officer position or part of the public authority with responsibility for completing the individual tasks; and the
- broad strategy that the individual tasks are supporting.

As outlined in the Shire of Dowerin's DAIP, many of the broad strategies may not be completed in 2013 - 2018, however individual tasks to support the achievement of those strategies may well be undertaken in part or whole in 2013 - 2018 through the Implementation Plan.

Broad strategies that will not be achieved in 2013 - 2018 will be supported by tasks outlined in future Implementation Plans.

Outcome 1: People with disabilities have the same opportunities as other people to access the services of, and events, organised by. The Shire of Dowerin

Task	Action	Collaborative Partnership	Implementation Year
1.1	Review policies and procedures and make recommendations	CEO	2013 - 2018
1.2	Conduct an audit of all ACROD Bays, within the Shire of Dowerin (e.g. Signage, line marking, access to pathways)	MEHBS	2015 & 2018
1.3	Review Council Recreation Facilities	MEHBS	2013 & 2017
1.4	Identify and Conduct an Audit of all Footpaths	MEHBS	2014 & 2016
1.5	Ensure contractual agreements specify standards for the installation of treatments. (e.g. TGSi, Kerb cuts)	CEO	2013 – On - Going
1.6	Distribute a pamphlet to assist builders and contractors of the need to comply with BCA and DDA	MEHBS	2013 On-going
1.7	Develop and implement an 'Accessible Events' for use by staff when planning public functions and events.	CSO	2014
1.8	The Shires access and inclusion Statement accompanies all requests for seasonal bookings of Council recreation reserves.	CSO	2013
1.9	Promote the availability of Concessions available at Council recreation facilities.	Admin Staff	2013 On-going
1.10	Encourage sport and recreation clubs booking Council facilities to include people with disabilities	CSO	2013 On-going
1.11	Undertake seasonal reviews to maintain access to reserve facilities, (e.g. obstructions to pathways, doorways)	WS	2014, 2016 & 2018
1.12	Review processes to ensure contractors and Council Staff maintain a high levels of pedestrian safety when undertaking road and footpath repairs.	WS & MEHBS	2013 On-going
1.13	Contractors are made aware of their responsibilities to comply with laws including Disability Services Act	CEO, WS & MEHBS	2006 On-going

	(1993) within Tender “ Conditions of Engagement”		
1.14	Include within the selection criteria of tender documents a weighting for contractors to comply with access	CEO	2013 On-going
1.15	Conduct road and foot path streetscape access audits to identify safety risks (e.g. kerb cuts, ramps TGSI positioning)	WS	2014 & 2017
1.16	Assist local businesses with advice to how to comply with provision for access to/from and within their premises.	MES	2013 On-going
1.17	Investigate the feasibility of utilising existing or developing new forms of community based transport to support people with disabilities to access recreation within the Shire of Dowerin	CEO & DECO	2016
1.18	Disability Access is incorporated within the public toilet strategy	MEHBS	2013

Outcome 2: People with disabilities have the same opportunities as other people to access building and facilities of the Shire of Dowerin

Task	Action	Collaborative Partnership	Implementation Year
2.1	Continue to upgrade access to buildings on reserves in accordance with the program of capital works in place	CEO & MEHBS	2013 On-going

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

Task	Action	Collaborative Partnership	Implementation Year
3.1	Undertake a review to ensure that the Shire of Dowerin’s website adheres to compliancy guidelines	CSO	2013 & 2015
3.2	Review public print publications to ensure compliance with the Alternative Format procedure.	CSO	2013 On-going
3.3	Promote facility upgrades through the Shire of Dowerin’s promotional avenues	CSO, Staff & MEHBS	2013 On-going
3.4	Utilise appropriate universal symbols of access in public advertising material	CSO, Staff	2013 On - going
3.5	Provide opportunities for community groups to promote disability awareness campaigns. (e.g. Carers week, Mental health week)	CSO	2006 On-going
3.6	Liaise with local disability service providers and recognise contributions made by people with disabilities in the Shire of Dowerin.	CSO	2013 On-going

Outcome 4: People with disabilities receive the same level and quality of service from the staff of the Shire of Dowerin as other people receive from the Staff of the Shire of Dowerin.

Task	Action	Collaborative Partnership	Implementation Year
4.1	Review and update the employee induction package to increase staff awareness of the Access and Inclusion Plan	CEO	2013 On - going
4.2	Conduct Diversity Training to raise staff awareness of disability issues and statutory legislative requirements.	CEO	2013 - 14
4.3	Provide training for staff to assist people with various disabilities to evacuate buildings in emergency situations	Admin 2	2014
4.4	Develop procedures for staff to utilise the Australian Communication Exchange to respond to people with various disabilities	CEO	2013 On - going
4.5	Liaise with disability employment service providers to support people with disabilities into opportunities for Council workplace training	CEO & CSO	2013 On - going
4.6	Provide staff training to assist with challenging behaviours and to use specialised equipment safely.	Admin 2	2013 -14
4.7	Fund key staff members and DAAC members to participate in external training relevant to the implementation of the Access and Inclusion Plan	CEO	2014 On Going
4.8	Provide workshops to Councillors to increase awareness of outcomes required within the Access and Inclusion.	MEHBS	2015

Outcome 5: People with disabilities have the same opportunities as other people to make complaints to the Shire of Dowerin.

Task	Action	Collaborative Partnership	Implementation Year
5.1	Review the grievance procedure takes into account the specific needs of people with disabilities and carers	MEHBS	2015

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

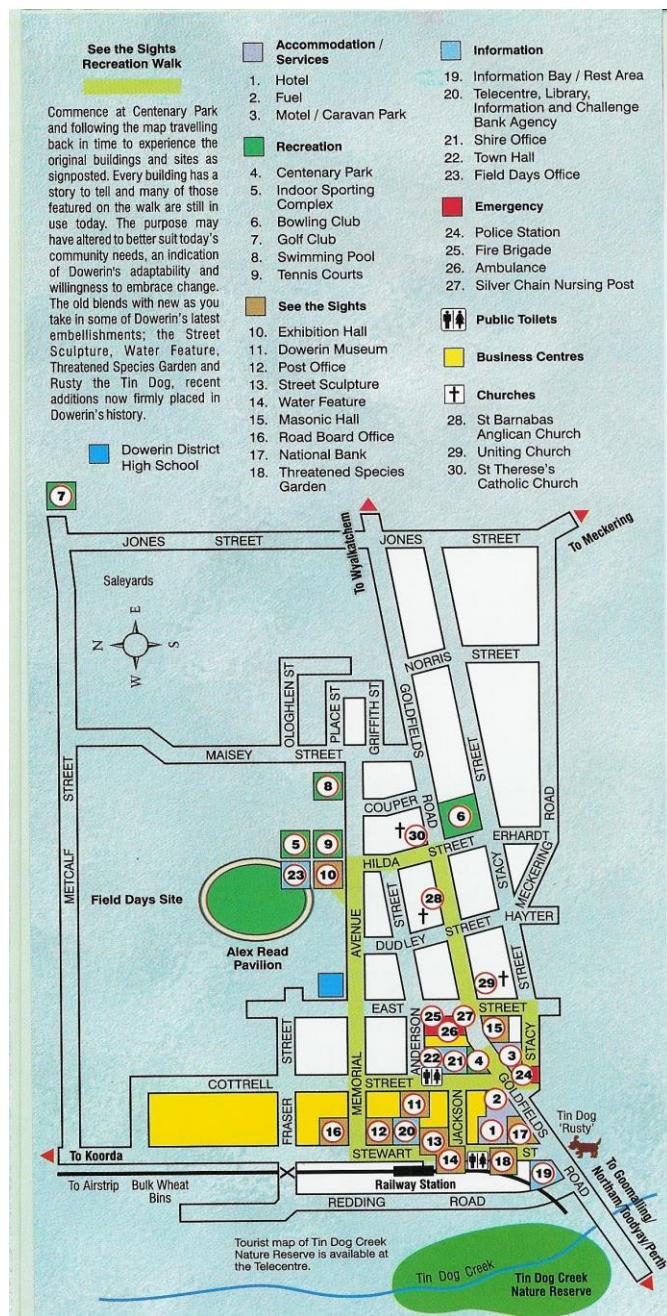
Task	Action	Collaborative Partnership	Implementation Year
6.1	Publicly launch the Access and Inclusion Plan	CS) & MEHBS	2013
6.2	Incorporate provisions for communicating access requirements into the preparation	Admin Staff	2014

	of community consultation surveys, public launches and public meetings		
6.3	Regularly promote in the Council Newsletter contact details to promote and encourage community feedback relating to the Access and Inclusion Plan .	CSO	2013 On-going
6.4	Report issues relating to access and inclusion through staff meetings	CEO & MEHBS	2013 On-going

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

Task	Action	Collaborative Partnership	Implementation Year
7.1	All employment advertising will state that this Council is an equal opportunity employer.	CEO	2013 On-going

Appendix A: Location of the Shire of Dowerin



Situated 156 Kilometres North East of Perth, The Shire of Dowerin can be reached travelling via Northam and Goomalling or through Toodyay and Goomalling.

The Shire of Dowerin encompasses the localities of Amery, Booralaming, Doodaring, Daren Lakes, Ejanding, Goddard, Hindmarsh, Koomberkine, Manmanning, Minnivale, Moonjin, Nambling, Uberin, Ucarty.

Appendix B: Glossary of Terms and List of Acronyms (Responsibility)

Glossary of Terms	
Alternative Formats	The Shire, upon request, will endeavour to make documentation and Council documentation available in a range of formats including; Computer Disks or e-mail attachments of information, which can be enlarged on a computer screen; Enlarged documents in 18 point or higher if required; Enlarged photocopies of documents; Audio cassettes of information; Braille copies of information, including tactful graphics.
Australian Standard	Various Australian Standards set out requirements that must be referred to when making decisions that impact on people with disabilities, (e.g. Australian Standard 1428- Design for Access and mobility)
Definitions of Disability	The Commonwealth Disability Discrimination Act 1992 provides protection for everyone in Australia against discrimination based on disability. The definition of a disability in the DDA is as broad as possible and includes; Physical, Intellectual, Psychiatric, Sensory, Neurological, and Learning disabilities, as well as Physical disfigurement, and the presence in the body of disease causing organisms.
Discrimination	Differential treatment or practise either intentional or otherwise that can occur through action, policy, procedure or practice.
Impairment	Any disturbance or interference with the normal structure and functioning of the body, including the systems of mental function. (World Health Organisation) This may or may not be a disability for example high blood pressure is an impairment but not a disability.
Tactile Ground Surface Indicator (TGSi)	A title with raised projections to indicate either danger or a change in level or, to act as a directional guide to people with vision impairment.
Universal Access	Means that a person with a disability is, without assistance, able to approach, enter, pass to and from and make use of an area and its facilities.
Universal Design	Product, environment, building design and construction that aims to accommodate the functional needs of everyone; including children, adults and older adults, with or without disabilities. The word universal is often seen coupled to specific design environments or products such as universal kitchen design or universal bathroom design.

List of Acronyms

ABS	Australian Bureau of Statistics
ACROD	Australian Council for Rehabilitation of Disabled.
AIP	Access and Inclusion Plan
BCA	Building Code of Australia
Council	Shire of Dowerin
DAAC	Disability Access Advisory Committee
DDA	Disability Discrimination Act (1992)
DSC	Disability Services Commission of Western Australia
EEO	Equal Employment Opportunities
HREOC	Human Rights and Equal Opportunity Commission
KRA	Strategic Plan Key Result Area
LAC	Disability Service Commission Local Area Coordinator

List of Acronyms (Responsibility)

CEO	Chief Executive Officer
DCEO	Deputy Chief Executive Officer
DAAC	Disability Access Advisory Committee
WS	Works Supervisor
CSO	Community Services Officer
MEHBS	Manager Environment Health and Building Services

Appendix C: Disability Access Advisory Committee Terms of Reference

The Terms of Reference for the Disability Access Advisory Committee as endorsed at the Ordinary Council Meeting on XXXXXXXXXX is as follows:

The Disability Access Advisory Committee will provide strategic advice pertaining to outcome areas and actions as stated within the plan relevant to the Disability Services Act (1993) by:

- Recommending solutions that contribute to enhancing the quality of life of all residents including people with disabilities in respect to universal access and inclusion to Council facilities, services and functions.
- Reviewing and monitoring the implementation of the plan relevant to the Disability Services Act (1993).

Appendix D: Key Contact Service Providers

Advice Provider	Telephone	Fax	E-mail
ACROD – National Industry Association for Disability Services	9242 5544	9242 5044	acrodwa@acrod.org.au
Association for the Blind	9311 8202	9361 8696	mailbox@abwa.afn.au
Disability Service Commission	9462 9200	9226 2306	access@dsc.wa.gov.au
People with Disabilities (WA) Inc	9386 6477	9386 6705	info@pwdwa.org
Human Rights and Equal Opportunities Commission	1300 369 711		complaintsinfo@humanrights.gov.au
Sussex St Community Law Service	9470 2676	9470 1805	sscls@sscls.com.au
Independent Living Centre	9381 0600	9381 0611	enquiries@ilc.com.au
Shire of Dowerin Council	96311 202	96311 193	admin@dowerin.wa.gov.au

For Information relating to community service providers that provide social or in-home support services for people with disabilities, older persons or Carers please contact the Commonwealth Carelink on 1800 052 222