



Shire of Dowerin

Disability Access and Inclusion Plan

2018 -2023

Information Access:

This document explains how Council will improve access to functions, facilities and services for people with disability 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 alternative formats such as large and standard print, electronic format, audio format and on the Shires website, please telephone the Shire of Dowerin on 9631 1202 or, fax 9631 1193 or alternatively email dowshire@dowerin.wa.gov.au

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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 2018-2023* at the Ordinary Council Meeting on Wednesday 24 July 2018 will be referred to hereon as the *Access and Inclusion Plan 2018-2023*.

The overarching goal of the Access Inclusion Plan 2018-2023 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 disability.

Community consultation was undertaken with a broad spectrum of stakeholders inviting contributions from; 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 2018-2023.

Introduction

The Shire of Dowerin acknowledges that people with disability 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 July 2018 - June 2023 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 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 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 Services Act* (1993).

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 Dowerin.

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

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

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.

Standard: A disability access and inclusion plan must provide a means of ensuring that people with disability 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.

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.

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

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

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

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

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 disability to its services, functions and facilities. The following documents were referred to:

1. Shire of Dowerin strategic plan 2013 – 2021;
2. Disability Access and Inclusion Plan 2013 – 2018
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”

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 including 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 467 people residing in the Shire of Dowerin according to the Australian Bureau of Statistics (Census 2016). A loss of 315 people since the Census of 2001.

Shire of Dowerin Key Social Indicators:

Age

The total population for the Shire of Dowerin was 467 (Census 2016) It is estimated that residents aged 60 years and over represent 21.2% of the total population.

The median age of the population in Dowerin is 44 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 0.5 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 2018 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.

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 Services 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 disability.

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 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 disability” determines which types (Class) and parts of buildings must comply with the access requirements currently referenced by the code.

The BCA is currently under review in the areas of access to align better to the requirements of the Disability Discrimination Act.

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 disability. The Australian Standard should also be used when providing improved or amended access to existing buildings and is usually used by professional 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.

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 (8) 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, Environmental Health Services, Licensing

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 disability, 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.

Disability Service Plan 2013 -2018

This section briefly summarises some of the major achievements made by the Shire of Dowerin through the implementation of the disability service plans 2006 – 2018 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 disability.

- All commercial building applications are presented in accordance with the Building Code of Australia regarding meeting the provisions for persons who are disabled.
- Procedures have been put in place to ensure developers are responsible to maintain pedestrian access.
- Regular street maintenance inspections are undertaken to access safety issues.
- Footpath replacement is a continuing program.
- Ongoing 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 disability.

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

- Disability accesses 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 have resulted in most providing appropriate access for the disabled.

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.

- Council Meeting Agenda's, Minutes and Newsletters are available in large print and via audio tape if requested.

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.

- 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 disability 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 disability referring to matters outside council responsibilities to appropriate departments or organisations.

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

- People with disability have had 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.

- Council provides reasonable adjustment on a case by case basis to support employees to remain employed with Council

Review of the Access and Inclusion Plan

Community Consultation:

Calls for submissions were advertised in the local Newsletter in May and 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 8th June 2018. No submissions were received.

Public Exhibition:

The Draft Access and Inclusion Plan 2018-2023 was available for public comment from June 10th to 13th July 2018.

Publication:

The Shire of Dowerin Access Inclusion Plan July 2018 to June 2023 will be lodged with the WA Disability Services Commission and is available from Shire administration, the Dowerin Tele-centre and lodged on the website when completed.

In addition, copies of the Access & Inclusion plan 2018-2023 were made available within the Shire of Dowerin.

The shire of Dowerin access and inclusion plan 2018 - 2023 is available in a range of alternative formats.

Community consultation – access and inclusion barriers

Consultation for the disability access and inclusion plan was advertised in the Dowerin Dispatch Newsletter and on Councils webpage and notice board.

Although there were no 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 necessarily illustrate initiatives council implement to provide continuous access and improvements to core business activities during the term of the access and inclusion plan.

Outcome 1 Existing services are adapted to meet the needs of people with disability.

- Ensure emergency evacuation procedures for people with disability 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 disability by having modified and adaptive equipment for people with low fitness through the Sport & Recreation 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 disability.
- Groups are more aware to include people with disability.
- 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: People with disability have the same opportunities as other people to access to buildings and other facilities of the Shire of Dowerin.

- 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 disability within Council buildings needs to be written and available at the front counter and lodged on the Shire website.

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.

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

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.

- Provide work placement opportunities for people with disability.
- Provide induction and ongoing 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 disability.
- Provide positive literature to enhance Access awareness in the private sector.
- Ensure that all staff at recreation facilities can regularly review and update their knowledge, skills and program EHO in relation to catering for people.

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

- 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 a disability have the same opportunities as other people to participate in any public consultation by the Shire of Dowerin.

- People with disability have had 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.

- Ensure Council policies and plans reflect and clearly articulate its value of inclusion and embracing diversity.
- Increase staff awareness of the benefits of a diverse workplace and the importance of inclusion.
- Council continue to address acquired disability on a case by case basis.
- Increase resident awareness of Councils commitment to be a disability friendly workplace.
- Increase resident awareness of employment services available to people with disability.
- Support disability employment services to enable people with disability to gain work experience

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 October 2018 and ceasing June 2023.

The Access and Inclusion Plan 2018-2023 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;
- Strategies implemented by the Shire of Dowerin to inform its agents and contractors of the Access and Inclusion Plan 2018-2023;
- Contractors are made aware of their responsibilities under the Disabilities Services Act (1993) which forms part of the Authorities tender documents.
- On-going Community consultation.

Conclusion

The Access and Inclusion Plan July 2018 - June 2023 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 disability, 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

Implementation Plan

2018 - 2023

The Implementation Plan itemises what the Shire of Dowerin will be undertaking in 2018-2023 to improve access to its services, information and facilities for People with disability.

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, some of the broad strategies may not be completed in 2018-2023, however individual tasks to support the achievement of those strategies may well be undertaken in part or whole in 2018-2023 through the Implementation Plan.

Broad strategies that will not be achieved in 2018-2023 will be supported by tasks outlined in future Implementation Plans.

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

Task	Action	Collaborative Partnership	Implementation Year
1.1	Review policies and procedures and make recommendations	CEO & A/MCCS	2018 - 2023
1.2	Conduct an audit of all ACROD Bays, within the Shire of Dowerin (e.g. Signage, line marking, access to pathways)	EHO/Building Surveyor	2019 & 2021
1.3	Review Council Recreation Facilities	EHO/Building Surveyor	2019 & 2021
1.4	Identify and Conduct an Audit of all Footpaths	WAM	2020 & 2023
1.5	Ensure contractual agreements specify standards for the installation of treatments. (e.g. TGSi, Kerb cuts)	CEO	2018 On-going
1.6	Develop and implement an 'Accessible Events' policy for use by staff when planning public functions and events.	CEO & A/MCCS	Done
1.7	The Shires access and inclusion Statement accompanies all requests for seasonal bookings of Council recreation reserves.	A/MCCS	2018 On-going
1.8	Promote the availability of Concessions available at Council recreation facilities.	A/MCCS	2018 On-going
1.9	Encourage sport and recreation clubs booking Council facilities to include People with disability	A/MCCS	2018 On-going
1.10	Undertake seasonal reviews to maintain access to reserve facilities, (e.g. obstructions to pathways, doorways)	WAM & EHO/Building Surveyor	2019 & 2022
1.11	Review processes to ensure contractors and Council Staff maintain a high level of pedestrian safety when undertaking road and footpath repairs.	WAM	2018 On-going
1.12	"Conditions of Engagement" tender documents inform Contractors of their responsibility to conform to this Authorities Disability Access and Inclusion Plan.	CEO & WAM	2018 On-going
1.13	Include within the selection criteria of tender documents a weighting for contractors to comply with access	CEO	2018 On-going
1.14	Conduct road and foot path streetscape access audits to identify safety risks (e.g. kerb cuts, ramps TGSi positioning)	WAM	2019 & 2022
1.15	Assist local businesses with advice to how to comply with provision for access to/from and within their premises.	EHO/Building Surveyor	2018 On-going
1.16	Investigate the feasibility of utilising existing or developing new forms of community-based transport to support People with disability to access recreation within the Shire of Dowerin	CEO & MF	2018 On-going
1.19	Disability Access is incorporated within the public toilet strategy	EHO/Building Surveyor	2018 On-going

Outcome 2: People with disability have the same opportunities as other people to access to buildings and other 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, WAM & EHO/Building Surveyor	2018 On-going
2.2	Undertake a disability access signage audit at Council reserve facilities and develop a plan of action	EHO/Building Surveyor	2019 & 2021

Outcome 3: People with disability 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	A/MCCS	2018 & 2022
3.2	Review public print publications to ensure compliance with the Alternative Format procedure.	EHO/Building Surveyor & A/MCCS	2018 & 2022
3.3	Promote facility upgrades through the Shire of Dowerin's promotional avenues	A/MCCS & EHO/Building Surveyor	2018 On-going
3.4	Utilise appropriate universal symbols of access in public advertising material	A/MCCS	2018 On-going
3.5	Provide opportunities for community groups to promote disability awareness campaigns. (e.g. Carers week, Mental health week)	A/MCCS	2018 On-going
3.6	Liaise with local disability service providers and recognise contributions made by People with disability in the Shire of Dowerin.	EHO/Building Surveyor & A/MCCS	2018 On-going
3.7	Lobby the State Government to develop posters and a campaign relating to access in the built environment. (e.g. footpath obstructions including vehicles, overhanging trees)	A/MCCS	2018 On-going

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.

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	2018 On-going
4.2	Conduct Diversity Training to raise staff awareness of disability issues and statutory legislative requirements.	CEO	2018 On-going
4.3	Provide training for staff to assist people with various disabilities to evacuate buildings in emergency situations	EHO/Building Surveyor & Fire Warden	2019
4.4	Develop procedures for staff to utilise the Australian Communication Exchange to respond to people with various disabilities	EHO/Building Surveyor & A/MCCS	2018 On-going
4.5	Liaise with disability employment service providers to support People with disability into opportunities for Council workplace training	CEO	2018 On-going
4.6	Provide staff training to assist with challenging behaviours and to use specialised equipment safely.	EHO/Building Surveyor & CEO	2018 On-going
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	2020
4.8	Provide workshops to Councillors to increase awareness of outcomes required within the Access and Inclusion.	EHO/Building Surveyor/A/MCCS	2020

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

Task	Action	Collaborative Partnership	Implementation Year
5.1	Review the grievance procedure takes into account the specific needs of People with disability and carers	EHO/Building Surveyor	2019

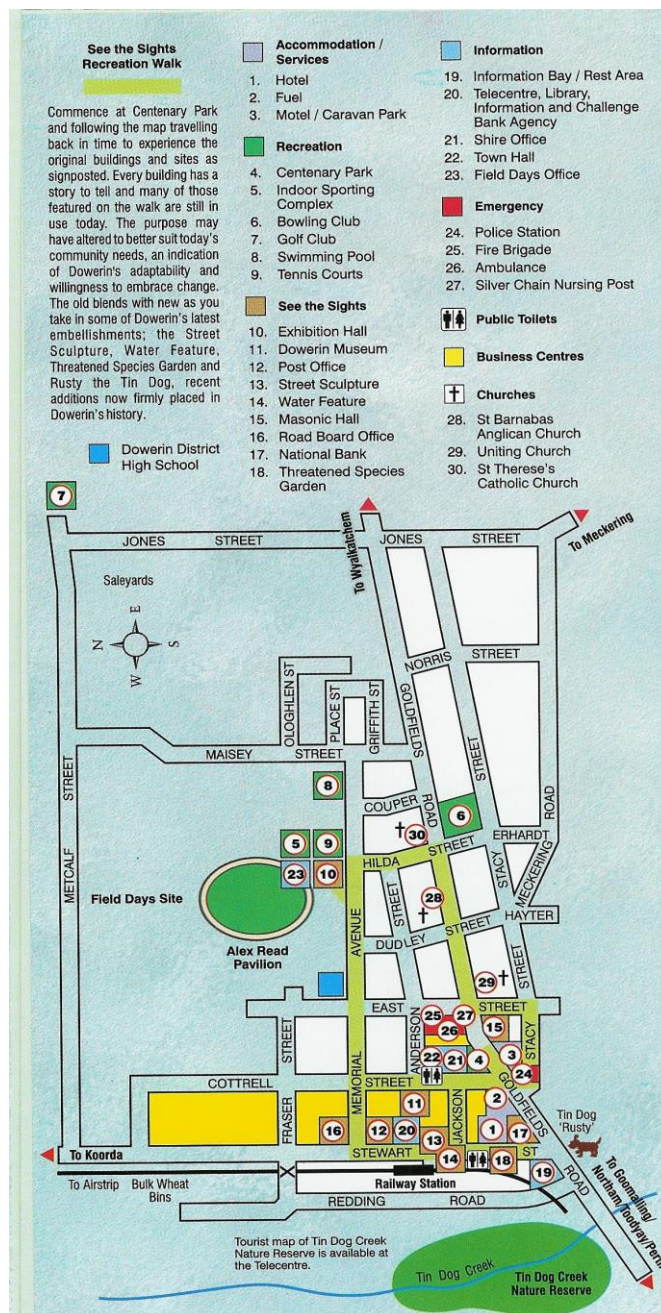
Outcome 6: People with a disability have the same opportunities as other people to participate in any public consultation by the Shire of Dowerin.

Task	Action	Collaborative Partnership	Implementation Year
6.1	Publicly launch the Access and Inclusion Plan	EHO/Building Surveyor	2018
6.2	Incorporate provisions for communicating access requirements into the preparation of community consultation surveys, public launches and public meetings	A/MCCS	2018
6.3	Regularly promote in the Council Newsletter contact details to promote and encourage community feedback relating to the Access and Inclusion Plan.	A/MCCS	2018 On-going
6.4	Report issues relating to access and inclusion through staff meetings	CEO	2018 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	Create a “reasonable adjustment policy”	EHO/Building Surveyor/A/MCCS	2022
7.2	Create a “Equal Employment Opportunity Policy (EEO)”	A/MCCS	Done in 2009
7.3	Review employment advertising templates to include simple wording and invite people with disability to apply	CEO & A/MCCS	2018 On-going
7.4	Review induction process to include disability awareness and diversity training	CEO & A/MCCS	2018 On-going
7.5	Develop Memorandum of Understanding (MOU) with disability services provider to be informed about employment opportunities with the Shire of Dowerin	CEO & A/MCCS	2018 On-going
7.6	Develop work placement program for people with disability to gain work experience	A/MCCS	2018 On-going
7.7	Carry out works at administration building to increase accessibility to offices and Council chambers including widening doors, handrails, tactile and colour contrasting strips on stairs.	EHO/Building Surveyor	2018 On-going
7.6	Review job description to include reference to EEO Policy	CEO & A/MCCS	Done in 2009

Appendix A: Townsite 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, Koombarkine, Manmanning, Minnivale, Moonjin, Nambling, Uberin, Ucarty.

Appendix B: Glossary of Terms and List of Acronyms

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 tactual graphics.
Australian Standard	Various Australian Standards set out requirements that must referred to when making decisions that impact on People with disability, (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 a 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 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
EEO	Equal Employment Opportunities
HREOC	Human Rights and Equal Opportunity Commission
KRA	Strategic Plan Key Result Area
LAC	Disability Service Commission Local Area Coordinator
HACC	Home and Community Care
PATS	Patient Assisted Travel Scheme

List of Acronyms (Responsibility)

CEO	Chief Executive Officer
MF	Manager Finance
DAAC	Disability Access Advisory Committee
WAM	Works and Assets Manager
A/MCCS	Acting Manager Corporate & Community Services
EHO	Environment and Health and Building Surveyor

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 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 disability 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
Dept. of Communities, Disability Services	9462 9200	9226 2306	access@dsc.wa.gov.au
People with disability (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	96291 101	96291 017	dowshire@dowerin.wa.gov.au
Essential Personnel – Disability Employment Services, Northam	9622 3476	9622 5975	reception@essentialpersonnel.org.au

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