



SHIRE OF CHITTERING

Disability Access and Inclusion Plan

2012 to 2017

(Amended 2016)

Adopted by Council 27 June 2012

To be review by 30 June 2017

SHIRE OF CHITTERING

Disability Access and Inclusion Plan 2012-2017 (Amended 2016)

Executive Summary

Currently it is estimated that over 400,000 Western Australians have a disability and these people face many challenges in accessing services, facilities and information as well as participating in community life.

It is a requirement of the *Disability Services Act 1993* that the Shire of Chittering develops and implements a Disability Access and Inclusion Plan (DAIP) which outlines the ways in which the Shire will continue to ensure that people with disabilities have equal access to its facilities and services.

Other legislation linked to the Disability Access and Inclusion Plan includes the *WA Equal Opportunities Act (1984)* and the *Commonwealth Disability Discrimination Act 1992 (DDA)*, both of which make discrimination on the basis of a person's disability unlawful.

The Shire of Chittering will continue to ensure that individuals with disabilities, carers and their families are able to access facilities and services and the Shire will endeavour to achieve this in a number of practical and diverse ways. The Shire of Chittering is committed to initiating and supporting growth, balanced by progressive strategies in order to preserve and maintain the pristine rural environment of our Shire.

With the rapid growth of the Shire it is important that the 2012 – 2017 Disability Access and Inclusion Plan is in place to ensure barriers to access and inclusion are addressed and facilities and services are well planned for. People with disabilities who reside in country areas have a right, as far as is reasonable, to expect to have access to similar services provided to people with disabilities who reside in the metropolitan areas.

As we move into the future the Shire is committed to meeting the objectives outline in the Disability Access and Inclusion Plan 2012 – 2017 and this Plan will now provide the basis on which to build and enhance the way of life for individuals with disabilities and provide the same opportunities, rights and responsibilities enjoyed by other people in the Shire of Chittering.

G Tuffin
CHIEF EXECUTIVE OFFICER
Shire of Chittering

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ABOUT THE SHIRE OF CHITTERING

The Shire of Chittering boundary is approximately 55kms north of the Perth CBD, with its administration office located in Bindoon, 83 kilometres from the Perth CBD.

The Shire of Chittering and covers an area of some 1,220 square kilometres.

Generally the Southern part of the shire is composed of small rural subdivisions, wineries and some broad acre farming and a small amount of industry including Tiwest and The Livestock Centre.

North of Bindoon is generally broad acre farming, with some vines and orchards and mining industry.

Tourism is a growing industry with the potential to significantly expand. There are many wineries in the region as well as a number of bed and breakfasts and annual events that attract visitors to Chittering.

There are three gazetted townships in Chittering, Bindoon (where the Shire offices are located and main shopping area), Muchea to the South of Bindoon and Wannamal to the North as well as larger sub-divisions in of Upper Chittering and Lower Chittering, both south of Bindoon.

The Shire has been identified as one of the five fastest growing and sustainable local government regions in Western Australia with an estimated population of 4310 (Australian Bureau of Statistics 30 June 2011).

The Shire was established in the late 19th Century and has retained some heritage listed public buildings from this period.

The Chittering Valley boasts recreational, leisure and community facilities which complement the natural beauty of the area and provides a major part of the infrastructure required to meet the needs and expectations of people who choose to lives and work within the Shire of Chittering.

As the sub-divisions in the southern part of the Shire develop though, these needs will increase.

Vision Statement

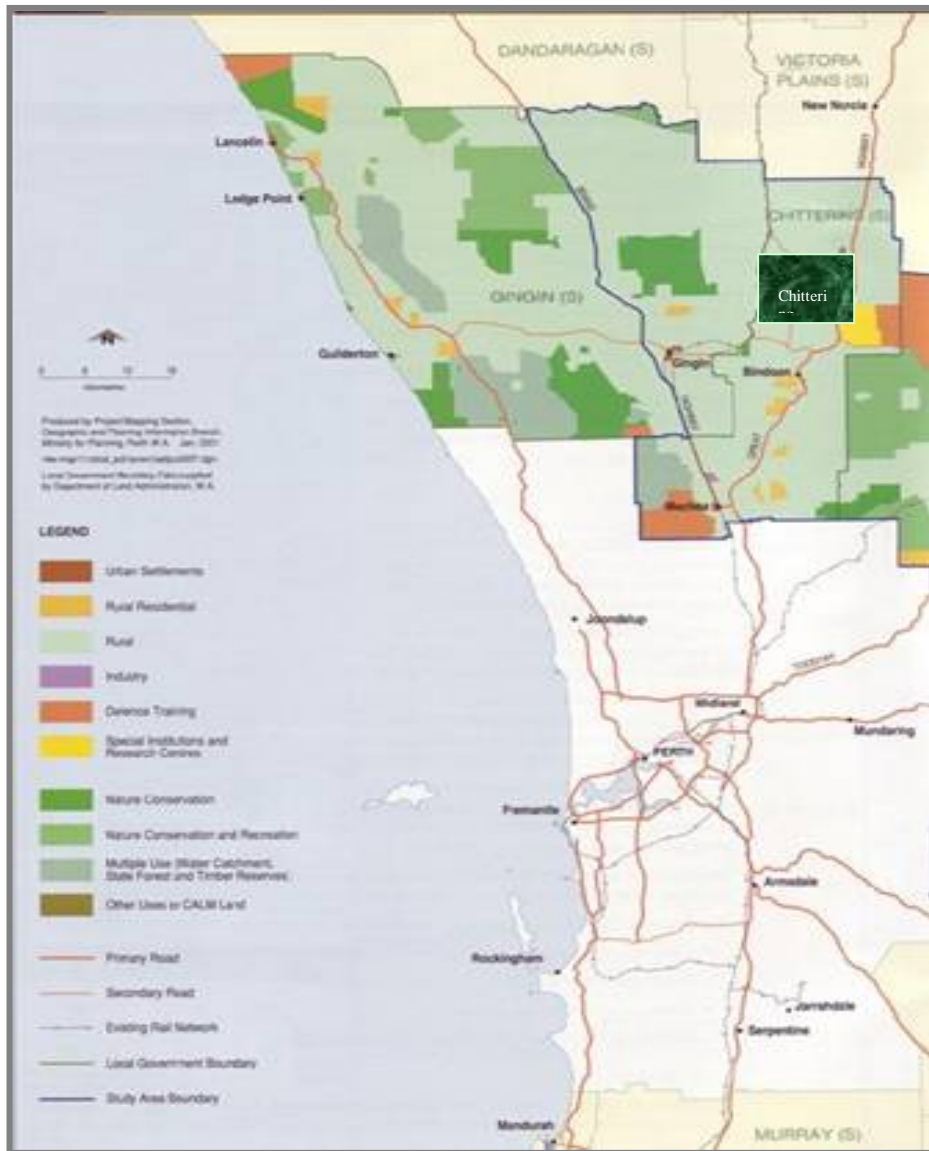
Our Vision is 'to meet the needs of a diverse range of residents and generate a place of belonging and community spirit where citizens and local business can grow while maintaining, enhancing and protecting the rural attributes of the Shire of Chittering.'

Functions, facilities and services

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

- **Services to property:** construction and maintenance of Shire-owned buildings roads, footpaths; 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; and bush fire control.
- **Services to the community:** provision and maintenance of playing areas, parks, gardens, reserves and facilities for sporting and community groups; management of recreation centre, public library and information 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 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 and dog licences.
- **Processes of government:** ordinary and special Council and committee meetings; electors' meetings and election of Council Members; ward meetings and community consultations.

Location Plan - Shire of Chittering



PLANNING FOR BETTER ACCESS AND INCLUSION

It is a requirement of *the Disability Services Act 1993* (amended 2004) that public authorities develop and implement a Disability Access and Inclusion Plan (DAIP) so that people with disability have the same opportunities as others to access services, facilities and information.

Other legislation underpinning access and inclusion includes:

- *WA Equal Opportunity Act 1984*
- *Commonwealth Disability Discrimination Act 1993*
- *United Nations Convention on the Rights of Persons with Disabilities*

The Shire will continue to strive towards improving access and inclusion for people with disability, their families and carers.

The Act outlines the six outcome areas to be implemented by the Shire of Chittering:

1. Individuals with disabilities have the same opportunities as others to access services and any events organised by the Shire;
2. Individuals with disabilities have the same opportunity as other people to access buildings and other facilities of the Shire;
3. Individuals with disabilities receive information from the Shire in a format that will enable them to access information as readily as other people;
4. Individuals with disabilities receive the same level and quality of services from the staff of the Shire;
5. Individuals with disabilities have the same opportunities as other people to make complaints to the Shire: and
6. Individuals with disabilities have the same opportunities as other people to participate in any public consultation held by the Shire.

It is estimated that there are around 500 people with disabilities living within the Shire, and the Australian Bureau of Statistics (ABS) Survey of Disability, Ageing and Carers (2003) estimate that 20.6% of Australians identify themselves as having some form of disability. The influx of retirees will increase this number as according to the ABS survey, 50% of people aged over 60 identified themselves as having a disability. The seasonal influx of tourists, including tourists with a disability, must also be considered.

PROFILE OF DISABILITY

Accuracy of the estimates

The estimates below are based on data from the 2003 Survey of Disability Ageing and Carers (SDAC) and may be subject to a range of statistical and collection errors. The report states that caution should be exercised when interpreting them as there are likely to be differences between the estimates and the actual number of people with disabilities in some regions and that estimates which are not considered to be sufficiently reliable are annotated with a single or double asterisk (* or **) or an NP (not available for publication). Due to limitations in the precision of the estimates, rounding was employed in their calculation. As a result, discrepancies may occur between the sum of the component items and totals.

Detailed information about the estimates can be found in the [Profile of Disability Explanatory Notes](#) on the ABS website.

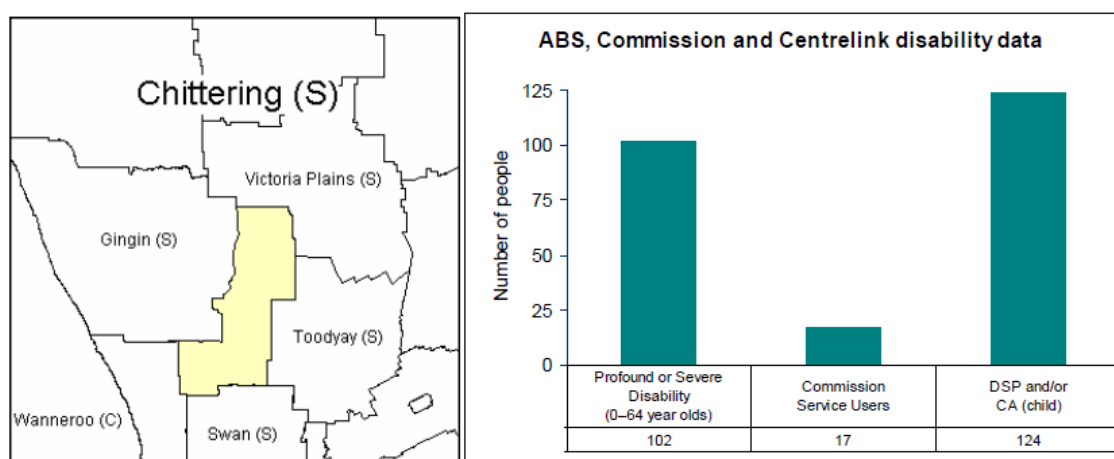


Profile of Disability

Midlands Statistical Division Shire of Chittering



This profile shows estimates of the number of people with disabilities in the Shire of Chittering, as well as the number of Disability Services Commission (the Commission) service users and the number of people receiving from Centrelink a Disability Support Pension (DSP) and/or Carer Allowance (CA) for their children.



The data contained in the following tables are 'Small Area Estimates of Disability' produced by the Australian Bureau of Statistics for the National Disability Administrators. The estimates are based on data from the 2003 Survey of Disability Ageing and Carers (SDAC).

In these tables, **Total persons with disabilities** includes persons with profound, severe, moderate and mild core activity limitations, as well as those with schooling or employment restrictions and disabilities with no restriction or limitation. **Total population** is based on June 2003 Estimated Resident Population counts produced by the Australian Bureau of Statistics, adjusted to comply with SDAC scope restrictions.

Table 1: Total persons with disabilities and total population, 2003

| 0-14 | 15-24 | 25-34 | 35-44 | 45-54 | 55-64 | Total aged 0-64 | 65 and over | Persons (all ages) | | |
|--|-------|-------|-------|-------|-------|-----------------|-------------|--------------------|---------|--|
| | | | | | | | | Males | Females | |
| Total persons with disabilities | | | | | | | | | | |

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Table 1: Total persons with disabilities and total population, 2003

| 0-14 | 15-24 | 25-34 | 35-44 | 45-54 | 55-64 | Total aged 0-64 | 65 and over | Males | Females | Persons (all ages) |
|--|-------|-------|-------|-------|-------|-----------------|-------------|-------|---------|--------------------|
| Total persons with disabilities | | | | | | | | | | |
| 55 | * 27 | 34 | 83 | 98 | 164 | 461 | 153 | 335 | 279 | 614 |
| Total population | | | | | | | | | | |
| 659 | 296 | 285 | 519 | 446 | 456 | 2,661 | 303 | 1,516 | 1,448 | 2,964 |

Table 2: Persons with disabilities by level of core activity limitation, by sex, 2003

| Level of core activity limitation | Males | Females | Persons |
|---|--------------|--------------|--------------|
| Profound or Severe | 73 | 70 | 143 |
| Moderate | * 63 | * 61 | * 124 |
| Mild | 100 | 76 | 176 |
| Total persons with core activity limitation(a), all ages | 236 | 207 | 443 |
| Total persons with disabilities, all ages | 335 | 279 | 614 |
| Total population, all ages | 1,516 | 1,448 | 2,964 |

(a) Total persons with core activity limitation includes only persons with profound, severe, moderate and mild core activity limitations.

Table 3: Persons with disabilities by level of core activity limitation, by age group, 2003

| Level of core activity limitation | 0-14 | 15-24 | 25-34 | 35-44 | 45-54 | 55-64 | Total aged 0-64 | 65 and over |
|---|------------|-------------|------------|------------|------------|------------|-----------------|-------------|
| Profound or Severe | 27 | * 6 | * 6 | * 16 | * 19 | * 28 | 102 | 41 |
| Moderate | * 3 | * 2 | * 4 | * 16 | * 24 | * 42 | 91 | 33 |
| Mild | * 7 | * 6 | * 7 | 20 | 27 | 54 | 121 | 55 |
| Total persons with core activity limitation(a) | 37 | 14 | 17 | 52 | 70 | 124 | 314 | 129 |
| Total persons with disabilities | 55 | * 27 | 34 | 83 | 98 | 164 | 461 | 153 |
| Total population | 659 | 296 | 285 | 519 | 446 | 456 | 2,661 | 303 |

(a) Total persons with core activity limitation includes only persons with profound, severe, moderate and mild core activity limitations.

Table 4: Persons with disabilities by area of core activity limitation and area of restriction(a), by sex, 2003

| Area of core activity limitation | Males | Females | Persons |
|----------------------------------|-------|---------|---------|
| Self care | * 70 | * 71 | * 141 |
| Mobility | * 89 | * 94 | * 183 |
| Communication | 32 | * 16 | 48 |
| Area of restriction | Males | Females | Persons |
| Schooling, ages 5-20 years | * 24 | * 15 | * 39 |
| Employment, ages 15-64 years | 132 | 122 | 254 |

(a) People are counted in more than one area of core activity limitation or restriction if they had disabilities which limited or restricted a range of activities.

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Table 5: Persons with disabilities by disability group(a), by sex and age group, 2003

| Disability group | All ages | | | Total aged 0-64 |
|--|--------------|--------------|--------------|-----------------|
| | Males | Females | Persons | |
| Sensory | 117 | 56 | 173 | 107 |
| Intellectual | * 52 | * 29 | * 81 | * 61(b) |
| Physical | 209 | 194 | 403 | 296 |
| Psychological | * 35 | 35 | 70 | 53(b) |
| Head injury, stroke or brain damage | * 23 | * 10 | * 33 | * 25(b) |
| Total persons with disabilities | 335 | 279 | 614 | 461 |
| Total population | 1,516 | 1,448 | 2,964 | 2,661 |

(a) People are counted in more than one disability group if they had multiple disabilities which belonged to more than one group. As a result, the sum of the component items will not equate to the total persons with disabilities.

(b) The number of people aged 0-64 years with an intellectual disability, a psychological disability, or a head injury, stroke or brain damage are approximate estimates which assume that the age distribution of total persons with disabilities is the same as the age distribution for each of these disability groups.

Table 6: Persons with disabilities by disability group(a)(b), by age group, 2003

| Disability group | All ages | | | Total aged 0-64 | 65 and over |
|--|------------|------------|------------|-----------------|-------------|
| | 0-24 | 25-44 | 45-64 | | |
| Sensory | 26 | 19 | 62 | 107 | 66 |
| Physical | 30 | 74 | 192 | 296 | 107 |
| Total persons with disabilities | 82 | 117 | 262 | 461 | 153 |
| Total population | 955 | 804 | 902 | 2,661 | 303 |

(a) People are counted in more than one disability group if they had multiple disabilities which belonged to more than one group. As a result, the sum of the component items will not equate to the total persons with disabilities.

(b) Estimates of the number of persons with disabilities by disability group by age group are not available for the intellectual, psychological or head injury, stroke or brain damage disability groups.

Table 7: Persons with disabilities by type of assistance needed(a), 2003

| Assistance needed(b) | All persons |
|--|-------------|
| Accommodation support(c), ages 15 years and over | 189 |
| Transport, ages 15 years and over | * 113 |
| Personal/health care, all ages | 267 |

(a) People are counted in more than one assistance need group if they needed assistance with more than one task.

(b) A person is considered to need assistance whether or not assistance is actually received.

(c) Accommodation support includes people who needed assistance with housework, meal preparation and property maintenance.

REVIEW – SHIRE OF CHITTERING'S DISABILITY SERVICE PLAN FROM 2006 TO 2010

The Shire of Chittering inaugural Disability Service Plan was developed in 1996. The primary purpose of the plan was to ensure that the Shire of Chittering provided an accessible community to people with disabilities, their families and carers.

The Disability Service Plan was designed to ensure that people with disabilities have the opportunities to access and use services, facilities and functions within the Shire of Chittering. The Plan was reviewed and amendments made in 2006.

Summary of Initiatives:

Since 1996 the Shire has developed and implemented plans to improve access

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and inclusion and includes some of the following achievements:

Remedial Works Program: A 5-year universal access remedial works program is being implemented to improve access to all council owned and occupied buildings as funding becomes available.

Priority Waste Removal: Council has promoted through its contractual service for rubbish to be removed from premises for residents who are unable to move their rubbish bin to the kerb due to disability.

Accessible Library Service: The library provides a range of material in alternative formats, including large print, audio and video-cassette and on CD-Rom. The library has wide aisles. The Shire continues to survey the community to see if a mobile library is required to assist those who are unable to visit the library building.

In Home Support and Community Care: Council has been proactive in securing the services of Silver Chain and Western Health Services, which assist the frail aged and people with disabilities to remain independent within their own homes.

Services for Seniors: The Shire of Chittering provides through its recreational service, the free use of a community bus and provides grants for mostly indoor/outdoor activities for the aged and disabled. Several hundreds of items of information are available each year through the library services and retiree organisations. Senior houses have been adapted for self-care disabled.

Parking: Vehicles displaying current ACROD permits are provided for in all of Shire recreational parks and car parks.

Footpaths: Footpaths and kerb ramps are systematically being improved, in accordance with the 2006 audit.

Council Administration Building: A lower counter has been installed in the Shire Library. Access for people with disabilities has been improved.

Information: All material provided by the Shire of Chittering is available in alternative formats on request for people with disabilities. The annual report can be provided in a larger print and council agendas and minutes are promoted on a weekly basis through the local newspaper as being available in alternative formats on request. Plain English training is offered to staff and documents are being rewritten in plain English.

Elections: All election material is available in alternative formats on request. Venues are accessible for people with disabilities, including parking.

Employees with disabilities: Where possible Council's vehicles and plant and equipment will be modified for employees with disabilities.

ACCESS POLICY STATEMENT FOR PEOPLE WITH DISABILITIES, THEIR FAMILIES AND CARERS

The Shire of Chittering is committed to ensuring that an accessible community is provided to people with disabilities, their families and their carers. This is achievable by consistently ensuring that all planned Shire of Chittering facilities, services, information, consultation and decision-making processes are accessible to people with disabilities.

Where practical, existing Shire of Chittering facilities will be adapted to ensure access and this will provide all residents with equal opportunities, rights and responsibilities.

The Shire of Chittering recognises that people with disabilities are equally valued members of society with a unique and valuable contribution to make to the social, cultural and economic diversity of the community.

The Shire of Chittering is committed to actively consulting with people with disabilities, their families, carers, disability organisations, encouraging and seeking input on planned initiatives and feedback on strategies already in place. This is the most appropriate and effective way to ensure barriers to access is successfully addressed.

PROGRESS SINCE 1996 UNDER THE DISABILITY ACCESS AND INCLUSION PLAN

The Shire of Chittering is committed to facilitating the inclusion of people with disabilities through the improvement of access to its information, facilities and services. The Shire adopted its first Disability Service Plan (DSP) in 1995 to address the access and inclusion barriers within the community.

Links and communication networks have been established with relevant service providers to improve information and access to individuals with disabilities, their carers, and families.

In 2007 the Wheatbelt Regional Council established a regional Access and Inclusion Plan.

Since the adoption of the initial DSP, the Shire is making significant progress towards better access and inclusion.

- 1. Existing functions, facilities and services are adapted to meet the needs of people with disabilities.**
 - Talking books were relocated to one specific, clearly signed location in the library.
- 2. Access to buildings and facilities has been improved.**
 - Improved access was provided to the Administration building, including a ramp, contrast edging on steps and relocation of easy access parking bays.
 - Door to Council Chambers was widened.
 - Footpaths in the main street were upgraded and kerb ramps installed.
- 3. Information about functions, facilities and services is provided in formats, which meet the communication needs of people with disabilities.**
 - Information was made available in alternative formats on request.
- 4. Employee awareness of the needs of people with disabilities and skills in delivering services is improved.**
 - Training and awareness of access and inclusion with induction.
- 5. Opportunities are provided for people with disabilities to participate in public consultations, grievance mechanisms and decision-making processes.**
 - Information on consultations was simplified and made available in alternative formats upon request.
 - Municipal election voting was held in accessible buildings and some voting booths were modified to suit people using wheelchairs.

6. Ensure that the community is aware that Shire information is available in different formats.

- The Shire website has been re-designed to provide much easier access to information.
- Emergency information is now included on the Shire website.
- An SMS services has been put in place where people can register to receive fire ban information.

THE SHIRE OF CHITTERING ACCESS AND INCLUSION STATEMENT AND POLICY

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

The Shire of Chittering interprets an accessible and inclusive community as one in which the Shire functions, facilities and services (both in-house and contracted) are open, available and accessible to people with disabilities. This includes providing the same opportunities, rights and responsibilities as other people in the community in an effort to provide equal opportunities and the equitable distribution of resources as needed.

1. The Shire of Chittering recognises that people with disabilities are valued members of the community who make a variety of contributions to local social, economic and cultural life;
2. The Shire of Chittering believes that a community that recognises its diversity and supports the participation and inclusion of all of its members makes for a richer community life;
3. The Shire of Chittering believes that people with disabilities, their families and carers should be supported to remain in the community;
4. The Shire of Chittering is committed to consulting with people with disabilities, their families and carers and disability organisations in addressing barriers to access and inclusion;
5. The Shire of Chittering will ensure its agents and contractors work towards the desired outcomes in the DAIP;
6. The Shire of Chittering is committed to supporting local community groups and businesses to provide access and inclusion of people with disabilities; and
7. The Shire of Chittering is committed to achieving the six desired outcomes of The Shire of Chittering's Disability and Access and Inclusion Plan 2012 - 2017.
8. People with disabilities have the same opportunities as other people to access the services of, and any events organised by the Shire of Chittering.
9. People with disabilities have the same opportunities as other people to access the buildings and other facilities of the Shire of Chittering.
10. People with disabilities receive information from the Shire of Chittering in a format that will enable them to access the information as readily as other people are able to access it.
11. People with disabilities receive the same level and quality of service from the staff of the Shire of Chittering.
12. People with disabilities have the same opportunities as other people to make complaints to the Shire of Chittering.
13. People with disabilities have the same opportunities as other people to participate in any public consultation by the Shire of Chittering.

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 DAIP. Council endorses the final DAIP and it is the responsibility of officers to implement the relevant actions.

Consultation process

In 2006, the Shire undertook to review its Disability Service Plan (DSP) and engaged E-equal Consultants to carry out a Disability Access Audit report of all the Shire's facilities and services to assist in drafting the new DAIP to guide further improvements with access and inclusion.

The process included:

- Examination of the initial DSP and subsequent progress reports to see what has been achieved and what still needs attention;
- Consultation with key staff; and
- Consultation with the community.

The Shire has undergone major key staff changes over the last three years and many of the outcomes for the 2006 – 2010 Plan have are still being achieved.

In developing the 2012 – 2017 Disability Access and Inclusion Plan the Shire of Chittering took elements from the 2006 – 2010 Plan which were determined to be still relevant and included them in the Plan as needing to be addressed.

Feedback from Council's Customer Service Requests / Complaints were also considered during the development of this Plan.

The Draft Plan was advertised in the local newspaper for public comment and made available on the website and in electronic and hard copy format from 2 May 2012 to 1 June 2012.

While not a lot of feedback was received, the responses have been positive and these have incorporated into the Shire of Chittering Disability Access and Inclusion Plan 2012 – 2017.

Summary of the Disability Access Audit Report

The 2006 audit found attempts had been made to create or improve access for people with disabilities. Newer properties, as expected, are accessible due to access consideration at the design stage, however heritage listed buildings were generally not accessible. Any plans proposing redevelopment should consider

accessibility. Some retrofitting had been done, however accessibility depended on when the work was done, as standards have changed over time.

Many of the recommendations from the access audit are for fairly minor remedial works, such as relocating toilet fixtures and fittings, marking parking bays and improved signage. Some recommended actions might require changes to practices rather than remedial works; other recommendations will require greater consideration and commitment from the Shire. The Shire will need to consider not only the recommendations in the audit but also other factors outside the scope of the audit such as the usage of each facility, asset management issues and future plans for the various locations when determining priorities for a schedule of works to improve access.

The Disability Access Audit and consultation found that most of the initial objectives in the first DSP were being progressively achieved and that the new DAIP was required to address access barriers particularly in public buildings. It should also reflect legislative and regulatory changes such as striving for inclusion and access beyond the minimum compliance of the standards.

The audit and consultation also identified a variety of remaining barriers to access and inclusion to be addressed in the DAIP Action Plan.

Access Barriers

The access barriers identified include:

- Poor physical access to Shire buildings – limited or no accessible toilets, parking footpaths, ramps and rails in public buildings
- Lack of safe paths and / or no dual path.
- Limited or nil transport options for people with disabilities. Limited suitable parking for people with disabilities may not be meeting the needs of these growing demographics of the Shire.
- Lack of promotion / available information regarding locally available services for people with disabilities – both Shire services and services delivered by other agencies.
- Lack of promotion of new improvements regarding access.
- Lack of access to employment opportunities.
- No pedestrian crossing.
- Lack of accessible drinking fountains and seating.
- Lack of alternative accessible communication strategies such as Braille and Auslan, for people with sensory impairments.
- Events may not always be held in a manner and location that best facilitates access and the participation of people with disabilities.

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- Elements of the Shire's website require improvement to best meet the needs of people with disabilities.
- Staff may be uninformed or lacking in confidence to adequately provide the same level of service to people with disabilities.
- People with disabilities may not be aware of consultation opportunities with the Shire.
- Elected members may lack awareness of the issues involved with access and inclusion.

These barriers formed the development of strategies for the DAIP and assists in setting timeframes for the completion of strategies to overcome access barriers.

Responsibility for implementing the DAIP

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

Managers within the Shire of Chittering are to be responsible for implementing the strategies identified in the plan and will provide regular updates to the Chief Executive Officer.

Communicating the DAIP

As per the requirement of the Western Australian Disability Services Act, Access and Inclusion Plans are public documents and must be made available on request:

- In electronic or audio format or as a hard copy, including Braille and large print;
- On the Shires website; and
- Promoted in the local press

The following strategies will be undertaken to ensure clear communication of the DAIP to the community and Shire staff and others:

- The community will be informed through the local media (newspaper and radio) and via the Shire's website that copies of the DAIP are available upon request and in alternative formats if required, including hard copy in standard and large print, electronic format, by email and on the Shire's website.
- As the DAIP is amended, Shire staff and the community will be advised of the availability of updated plans, using the above methods.
- Provide a copy of the DAIP to staff and local service providers.
- Inform all Shire contractors and agents who deliver a public service on behalf of the Shire of Chittering and include in any tender processes that the Council has a DAIP.

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Evaluation mechanisms

The Disability Services Act requires that the DAIP 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 Shire of Chittering's DAIP will be reviewed and submitted to the Disability Services Commission in 2018. The report will outline what has been achieved under the Shire's DAIP 2012 -2017.

Evaluation

- An evaluation will occur as part of the four-yearly review of the DAIP.
- The community, staff and Councillors will be consulted as per the endorsed consultation strategies, as part of any evaluation.
- Information on outcomes of the Access and Inclusion Plan will be incorporated into the Shire's Annual Report.
- Feedback will be sought from people with disabilities, their carers and families about the effectiveness of the DAIP.
- Amendments to the DAIP will be promoted using the communication strategy previously identified.

Reporting on the DAIP

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

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

The Shire of Chittering is also required to report on progress of the DAIP to the Disability Services Commission by July 31 each year.

STRATEGIES TO IMPROVE ACCESS AND INCLUSION

The following overarching strategies have been developed to address each of the six desired outcome areas of the Disability Services Act. These will form the basis of the Implementation Plan.

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

| Strategy | Timeline |
|---|---------------------------------------|
| Ensure that people with disabilities are provided with an opportunity to comment on the Disability Access and Inclusion Plan and access to services | July 2012 |
| Monitor Shire services to ensure equitable access and inclusion. | Ongoing |
| Develop the links between the DAIP and other Shire plans and strategies. | Review to be undertaken by 30/06/2013 |
| <p>All events organised by the Shire are to provide at a minimum</p> <ul style="list-style-type: none"> • Adequate accessible parking • Adequate accessible toilets • Clear event and directional signage <p>Promotional material available in a variety of accessible formats.</p> | Implemented / Ongoing |
| Ensure all future furniture purchases (library shelving computer desk) have been assessed for disability access and meet requirements for access and inclusion. | Implemented / Ongoing |
| <p>Implement access improvement strategies to Shire facilities until full access upgrades to facilities can occur.</p> <p>Strategies may include:</p> <ul style="list-style-type: none"> • Staff to assist individuals with disabilities by opening doors and assisting where possible. • Appropriate signage that welcome requests for assistance from people with disabilities. • Provision of an accessible desk space at the front counter for people to complete paperwork and / or meet face to face with staff counter. • Front door access. | |

SHIRE OF CHITTERING

Disability Access and Inclusion Plan 2012-2017 (Amended 2016)

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

| Strategy | Timeline |
|--|---|
| <p>Ensure that all buildings and facilities meet the standards for access and any demonstrated additional need.</p> <p>All new Shire facilities are to provide a fully accessible workplace for all Shire employees and members of the public. "Fully accessible" includes physical access as well as the provision of accessible information.</p> | <p>Audit of public buildings completed.</p> <p>Implement as funds become available.</p> |
| <p>Ensure that all new or redevelopment works provide access to people with disabilities where practicable.</p> | <p>Implemented</p> |
| <p>Ensure that ACROD parking meets the needs of people with disabilities in terms of quantity and location.</p> | <p>December 2013</p> |
| <p>Ensure that all recreational areas are accessible where practicable.</p> | <p>Ongoing</p> |
| <p>Continue implementation of the Dual Path Use Program ensuring that all surfaces meet Australian Standards.</p> <p>Continue to develop and promote safe walking routes within the Shire.</p> <p>All new residential sub divisions to include an accessible network of footpaths and kerbing where possible.</p> <p>Upgrade footpaths utilising appropriate surfacing where possible and ensure that that footpaths are in accordance with Australian Standards and the Association Western Australian guidelines for the blind</p> | <p>Ongoing</p> |
| <p>Enforce Local Government (Parking for the Disabled) Regulations 1988</p> | <p>Ongoing</p> |
| <p>Ensure all new playgrounds developments include at a minimum:</p> <ul style="list-style-type: none"> • Paving to allow for wheelchairs • Sensory and tactile features • Provide information about accessible playgrounds | <p>December 2014</p> |

SHIRE OF CHITTERING

Disability Access and Inclusion Plan 2012-2017 (Amended 2016)

Outcome 3: People with disabilities receive information from the Shire of Chittering 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 with all Shire publications including agendas, minute's, flyers and promotional material will be available on request for people with disabilities in alternative formats. | Implemented / ongoing |
| Improve staff awareness of accessible information needs and how to provide information in other formats. | Ongoing |
| Develop a communication strategy that: <ul style="list-style-type: none">• Provides updates on access improvements as per Outcome 2.• Ensures that the Shire's website meets contemporary good practice.• Promotes local events and activities as per Outcome 1.• Highlights local volunteer and employment opportunities. | December 2015 |
| Include information on the Shires website to include emergency management information. Work with Emergency Services staff to investigate an email / SMS service for people with disabilities to register to receive emergency information. | Implemented / ongoing Completed |

SHIRE OF CHITTERING

Disability Access and Inclusion Plan 2012-2017 (Amended 2016)

Outcome 4: People with disabilities receive the same level and quality of service from the employees and Councillors of the Shire of Chittering as other people receive.

| Strategy | Timeline |
|--|-----------------|
| Ensure that all employees, existing and new including Councillors are aware of disability and access issues and have the skills to provide appropriate services. Apply for funding for training assistance Review position description templates regularly to ensure that templates are non-discriminating and must not exclude people with disabilities. | Ongoing |
| Improve community awareness about disability and access issues. | Ongoing |

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

| Strategy | Timeline |
|---|-----------------------|
| Ensure that grievance mechanisms are accessible for people with disabilities and are acted upon. | Implemented / ongoing |
| Review grievance procedures and ensure that all information pertaining to the grievance procedure is available in appropriate formats upon request. | Reviewed annually |
| Ensure the grievance can be lodged via alternative means including fax, mail, email and verbal methods. | Implemented / ongoing |

SHIRE OF CHITTERING

Disability Access and Inclusion Plan 2012-2017 (Amended 2016)

Outcome 6: People with disabilities have the same opportunities as other people to participate in any public consultation conducted by the Shire of Chittering.

| Strategy | Timeline |
|---|-----------------------|
| Widely promote opportunities for consultation through newsletters, news papers and on the website including communication strategies as per Outcome 3 to ensure that people with disabilities are actively consulted about the DAIP and any other significant planning processes. | Implemented / ongoing |
| Public consultation documentation is to be made available in alternative formats upon request. | Ongoing |
| Officers are to promote “if you have any specific access requirements, please contact the Shire” on all information associated with public consultation”. | Ongoing |
| A list of accessible venue within the Shire is developed and distributed to staff and consultants carrying out consultations on behalf of the Shire. The list can be made available upon request. | December 2013 |
| Temporary access measures are implemented by staff to assist with access for people with disabilities to consultation sessions i.e. <ul style="list-style-type: none">• Use of temporary signage• Identification of temporary accessible parking• Providing portable accessible toilets if required | Ongoing |
| Councillors are made available meet face to face. | Implemented / ongoing |
| Ensure that comments etc can be lodged by alternative means. | Implemented / ongoing |

Outcome 7: People with disabilities have the same employment opportunities as other people at the Shire of Chittering.

| Strategy | Timeline |
|--|--|
| Develop strategies to improve the appointment and retention of employees with disabilities, where practical, within the organisation: | Ongoing |
| <p>Developing inclusive recruitment practices, including:</p> <p>Advertisements and information packs are in an accessible format and include Equal Opportunity Statements;</p> <p>Reviewing position descriptions and advertisements to ensure they are non-discriminating and do not exclude people with a disability.</p> | <p>2014: position descriptions to be reviewed at annual performance review.</p> <p>Ongoing: Position descriptions, advertisements and information packs reviewed prior to advertisement.</p> |
| <p>Identify the needs of current employees with disabilities and work towards meeting these needs; and</p> <p>Work with disability employment support providers to provide opportunities for employment for people with disabilities.</p> | <p>Ongoing</p> <p>Assessments will be made when employees are appointed as well as during the year eg: during performance review process; performance management processes; staff surveys</p> <p>Information on positions vacant deemed suitable for people with disabilities will be forwarded to Essential Personnel</p> |
| The costs of modifying workplaces are incorporated into the budget | This will be |

SHIRE OF CHITTERING

Disability Access and Inclusion Plan 2012-2017 (Amended 2016)

| Strategy | Timeline |
|-----------------------------|--------------------|
| of the relevant department. | assessed annually. |



SHIRE OF CHITTERING

Disability Access and Inclusion Plan

Implementation Plan 2012 – 2017

Implementation Plan

The Implementation Plan details the task, timelines and responsibilities for each broad strategy to be implemented in 2012 - 2013 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 four-year plan.

SHIRE OF CHITTERING
 Disability Access and Inclusion Plan 2012-2017
 Implementation Plan (Amended 2016)

| Outcome 1: People with disabilities have the same opportunities as other people to access the services of, and any events organised, by the Shire of Chittering. | | | |
|---|--|--|-----------------------|
| Strategy | Task | Task Timeline | Responsibility |
| Ensure that people with disabilities are consulted on their need for services and the accessibility of current services. | Develop a feedback mechanism for use by all services, provided or funded. Develop consultation guidelines for all future reviews of services. | Develop Surveys and comment forms December 2013 | All Managers |
| Monitor Shire of Chittering services to ensure equitable access and inclusion. | Conduct systematic reviews of the accessibility of services. Rectify identified barriers and provide feed back | December 2013 | EMDS / PBS |
| Develop links between the DAIP and other Shire plans and strategies. | Incorporate the objectives and strategies of the DAIP into the Shire's existing planning processes, particularly the Strategic Plan. | Review to be undertaken and included in the new Plans by 30/06/2013 Review every four years | All managers |
| Ensure that events, whether provided or funded, are accessible to people with disabilities. | Ensure all events are planned using the Accessible Events and Risk Management checklist available from the Disability Service Commission Website | December 2013 | All managers |

SHIRE OF CHITTERING
Disability Access and Inclusion Plan 2012-2017
Implementation Plan (Amended 2016)

| Outcome 2: People with disabilities have the same opportunities as other people to access the buildings and any other facilities of the Shire of Chittering. | | | |
|---|---|-------------------------|-----------------------|
| Strategy | Task | Task Timeline | Responsibility |
| Ensure that all recreational areas are accessible. | Develop and implement a program of progressive upgrade. | December 2014 / ongoing | EMTS |

SHIRE OF CHITTERING
 Disability Access and Inclusion Plan 2012-2017
 Implementation Plan (Amended 2016)

| Outcome 3: People with disabilities receive information from the Shire of Chittering 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 |
| Strategy Task Timeline Responsibility: Ensure the community is aware that the Shire information is available in alternative formats upon request. | Ensure that all documents carry a notation that it is available in alternative formats. Publicise the availability of other formats in the local newspaper. | 30 December 2012 / ongoing Implemented / ongoing | All managers ESO / CDO |
| Improve employee awareness of accessible information needs and how to provide information in other formats. | Implement State Government Access Guidelines Information, Services and Facilities guidelines available to Shire employees. | 30 June 2013 | MACS |
| Ensure that the Shire's website meets contemporary good practice. | Review the current website to ensure it complies with the W3C web content guidelines. | 30 June 2013 | ESO |

SHIRE OF CHITTERING
 Disability Access and Inclusion Plan 2012-2017
 Implementation Plan (Amended 2016)

| Outcome 4: People with disabilities receive the same level and quality of service from the employees of the Shire of Chittering as other people receive. | | | |
|---|---|----------------------|-----------------------|
| Strategy | Task | Task Timeline | Responsibility |
| Ensure that Councillors and staff are aware of access needs and can provide appropriate services. | Determine training needs of employees and conduct training as required | 30 June 2013 | CEO / Managers |
| Improve community awareness of disability and access issues. | Review and develop strategies for inclusion in the 2012-2017 Implementation Plan. | 30 June 2014 | CDO / MACS |

SHIRE OF CHITTERING
 Disability Access and Inclusion Plan 2012-2017
 Implementation Plan (Amended 2016)

| Outcome 5: People with disabilities have the same opportunities as other people to make complaints to the Shire of Chittering. | | | |
|---|--|----------------------|-----------------------|
| Strategy | Task | Task Timeline | Responsibility |
| Barrier Action Task Timeline Responsibility to ensure that grievance mechanisms are accessible for people with disabilities and are acted upon. | Review current grievance mechanisms and implement any recommendations. Develop other methods of making complaints, such as web-based forms. Promote accessible complaints mechanisms to the community. | December 2013 | EMCS / MACS / ESO |

SHIRE OF CHITTERING
 Disability Access and Inclusion Plan 2012-2017
 Implementation Plan (Amended 2016)

| Outcome 6: People with disabilities have the same opportunities as other people to participate in any public consultation by the Shire of Chittering. | | | |
|--|--|-----------------------|-----------------------|
| Strategy | Task | Task Timeline | Responsibility |
| People with disabilities are actively consulted about the DAIP and any other significant planning processes. | Consult people with disabilities in a range of different consultation mediums, eg focus group, interviews, surveys. Develop a register of people to provide comment on access and inclusion issues. | Annually March | EMDS / MACS / CDO |
| People with disabilities are aware of and can access other established consultative processes. | Ensure agendas, minutes and other documents are available on request in alternative formats and are published on the Shire's website. | Implemented / ongoing | ESO |

SHIRE OF CHITTERING
 Disability Access and Inclusion Plan 2012-2017
 Implementation Plan (Amended 2016)

| Outcome 7: People with disabilities will have the same employment opportunities as other people at the Shire of Chittering. | | | |
|---|---|-----------------------------------|---|
| Strategy | Task | Task Timeline | Responsibility |
| <p>Develop strategies to improve the appointment and retention of employees with disabilities, where practical, within the organisation:</p> <p>Developing inclusive recruitment practices, including:</p> <p>Advertisement and information packs are in an accessible format and include Equal Opportunity Statements; and</p> <p>Reviewing position descriptions to ensure they are non-discriminating and do not exclude people with a disability.</p> | <p>Position descriptions are reviewed either during the performance review process or during the recruitment process.</p> <p>Recruitment advertisements are reviewed to ensure they are non-discriminatory and, if the rolesuitable, encourage people with disabilities to apply.</p> | As required / ongoing | MHR |
| <p>Identifying the needs of current employees with disabilities and work towards meeting these needs; and</p> <p>Work with disability employment support providers to provide opportunities for employment for people with disabilities.</p> | <p>Information will be gathered using surveys and during meetings to identify needs of currents staff and ways they can be met.</p> <p>Training needs will be identified on appointment and planned for during the three monthly probationary period review, annual Performance Review Process and Training and Personal Development Training Plan updated.</p> <p>Information on positions vacant at the Shire deemed suitable for people with disabilities will be forwarded to Essential Personal Moora.</p> | Ongoing | MHR / supervisors / managers |
| <p>The costs of modifying workplaces are incorporated into the budget of</p> | <p>Modifications identified will be incorporated in the next annual budget process;</p> | Ongoing / but considered at least | Executive Managers / Building Coordinator |

SHIRE OF CHITTERING
Disability Access and Inclusion Plan 2012-2017
Implementation Plan (Amended 2016)

| Outcome 7: People with disabilities will have the same employment opportunities as other people at the Shire of Chittering. | | | |
|--|---|----------------------|-----------------------|
| Strategy | Task | Task Timeline | Responsibility |
| the relevant department. | The Building Coordinator will be involved in the process. | annually | |