



# Shire of Irwin

## Access and Inclusion Plan

2012 - 2017



## Shire of Irwin –Access and Inclusion Plan 2012 - 2017

The review period for this document was November 5 – 16 November 2012. The public was invited to review and send comments for improvements or new initiatives to assist the Shire of Irwin to complete a reviewed plan for the next 5 year period. Comments could be emailed to [managercommunity@iriwin.wa.gov.au](mailto:managercommunity@iriwin.wa.gov.au) or post to

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This document explains how Council will improve access to functions, facilities and services for people with disability provided by the Shire of Irwin in accordance with outcomes areas and Standards as stated within the Disability Services Act (1993) and this Access and Inclusion Plan (AIP) intends to meet the requirements of the Act.

Amendments were made to the Shire of Irwin Access and Inclusion Plan 2012 – 2017 to include Outcome 7.

At the Ordinary Council Meeting in February 2015 Council consented for the amended Shire of Irwin Access and Inclusion Plan 2012 – 2017, as presented to be advertised for a period of 21 days for public comment and, subject to no objections being received the Plan is adopted.

The public were invited to review and comment on this document as part of the amendment to include Outcome 7. The Plan was advertised for 21 days and the Shire received no submissions during this period.

**ADOPTED 27 NOVEMBER 2012 – AMENDED FEBRUARY 2015**

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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 and Inclusion Plan DAIP to ensure that people with disability have equal access to facilities and services.

Other legislation underpinning access and inclusion includes the Western Australia Equal Opportunity Act (1984) and the Commonwealth Disability Discrimination Act 1992 (DDA) both of which make discrimination on the basis of a person's disability unlawful.

The Shire of Irwin adopted its first Disability Services Plan in 1995 to address barriers within the community. Since the adoption of the initial Disability Services Plan, the Shire has implemented a number of works and programs to improve disability access within the Shire of Irwin.

Community consultation was undertaken with a broad spectrum of stakeholders inviting contributions from; local residents, disability service providers, Elected Members, and Council Staff.

Responses received through community consultation, Walkability Audit and findings based on recent research relating to barriers, formed the basis on which actions have been identified within the seven (6) outcome areas of the Access and Inclusion Plan 2012-2017.

The overarching goal of Access and Inclusion Plan 2012-2017 is to provide equity of access and inclusion to Council services, facilities and functions provided by the Shire of Irwin by identifying and redressing barriers that either restrict or prevent the full participation of people with disability.

The Shire of Irwin recognises that the task of addressing the many important issues that affect their diverse community is not an easy one. The Shire will endeavour, through ongoing consultation and involvement with the community, to identify as many barriers and challenges to access and inclusion as possible and work toward achieving success in these areas.

The Disability Services Commission advised that employment for people with disability is now included as a reporting requirement in Disability Access and Inclusion Plans as **Outcome 7**. This requirement means that activities the Shire of Irwin undertakes to improve employment outcomes for people with disability should be included in all future reports on plans.

## Introduction

The Shire of Irwin 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 2012-2017 provides the Shire of Irwin with a framework to address barriers to access and inclusion across all areas of Council responsibility.

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

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

## Background

Located on the Batavia coast 360 km north of Perth the Shire is a brilliant blend of coastal and rural, new and old mixed with a blend of lifestyle and employment opportunities.

Originally formed in 1871, the Irwin Roads Board stretched to the South Australian border and covered 89,000 square miles (230,509km<sup>2</sup>). The Shire currently covers 2,223 km<sup>2</sup> of land situated on the doorstep of the mid west wildflower region. When the warmth of spring arrives (particularly after a wet winter) the landscape turns into a mass of colour attracting tourists from all over Australia.



The Shire is within the Irwin River catchment area with the twin townsites of Dongara and Port Denison located on either side of the river mouth. The landscape predominantly consists of coastal sands and dunes giving way to rolling broad acre cropping.

The blend of coastal and rural environments supports agricultural and fishing industries, on and offshore oil and gas industry and mineral sands industries. South beach, a wide, white sand beach stretching to the horizon, provides a summer playground for residents and visitors alike.

## Access and Inclusion Statement

The Shire of Irwin is committed to ensuring that the community is an accessible community for people with disability, their families and carers; via Council's;

- Progressive modification of all existing Public Building Facilities and Services under its control, to cater for the needs of the disabled.
- Ensuring that all future Public Buildings, Facilities and Services, constructed or provided within the Shire are designed to cater for the needs of the disabled.

The Shire of Irwin believes that people with disability, their families and carers who live in country areas should be supported to remain in the community of their choice; recognising that people with disability are valued members of the community and contribute socially, economically and culturally, making for a more diverse and richer community.

The Shire is committed to consulting with people with disability, their families and carers and where required, disability organisations, to ensure that barriers to access are addressed appropriately.

The Shire of Irwin interprets an accessible and inclusive community as one in which all council functions, facilities and services are open, available and accessible to people with disability, providing them with the same opportunities rights and responsibilities enjoyed by all other people in the community.

## Development of the Access and Inclusion Plan

In 2012, the Shire undertook to review its Disability Access and Inclusion Plan 2006.

The process included:

- Examination of current Disability Access and Inclusion Plan;
- Review of progress reports;
- Consultation with key staff;
- Consultation with key members of the community.

Consultation was done through a public questionnaire made available on the Shire website, through email and hardcopy and distribution to relevant stakeholders. Consultation was to identify access and inclusion barriers and a draft review of the Access and Inclusion Plan 2012 – 2017 was prepared to guide further improvements to access and inclusion.

The advertising for feedback through the Dongara Denison Local Rag, Shire website and paper copies asked people to identify areas of access and inclusion that they felt needed to be addressed to help develop the Shire's new Access and Inclusion Plan 2012 - 2017 , which has been advertised for comment.

The amendments and the inclusion of **Outcome 7** were a result of the recent change to the legislation and were done through public consultation by placing a notice on the Shire of Irwin website, advertising in the Dongara Denison Local Rag and on the Shire of Irwin Community Sign.

## Responsibility for Implementing the Access and Inclusion Plan

Implementation of the Access and Inclusion Plan 2012 - 2017 is the responsibility of all areas of the Shire of Irwin. The Disability Services Act (1993) requires all public authorities to take all practical measures to ensure that the Access and Inclusion Plan 2012 - 2017 is implemented by its officers, employees, agents and contractors.

All of the actions in the Implementation Plan will apply to the Shire of Irwin townsite and where identified within the Shire gazetted boundary. The Implementation Plan sets out who is responsible for each action.

## Monitor and Review

The Disability Services Act 1993 outlines the minimum review requirements for public authorities in relation to DAIPs. The Shire of Irwin's current Access and Inclusion Plan 2012 - 2017 will be reviewed at least every 5 years, in accordance with the Disability Services Act 1993. The Access and Inclusion Implementation Plan may be amended on a more regular basis to reflect progress and to action any access and inclusion issues as they arise. Whenever amendments are made to the Shire's Access and Inclusion Plan 2012 - 2017, a copy of the amended plan will be lodged with the Disability Services Commission.

The Access and Inclusion Plan 2012 - 2017 will be reviewed and submitted to the Disability Services Commission by the 31 July each year. The report will outline what has been achieved under the Shire of Irwin's Access and Inclusion Plan 2012 - 2017.

Due to the changes required by the Disability Services Commission to the reporting requirements for Disability Access and Inclusion Plans, this plan has been amended with the inclusion of Outcome 7.

## Findings of the Review and Consultation

The review found that many of the initial objectives in the Disability Access and Inclusion Plan 2006 have been achieved and that a new plan was required to ensure currency and relevance. The new plan will address current access barriers but also reflect contemporary values and practices, such as striving for inclusion and meeting more than the minimum compliance with access standards. It must also keep abreast of legislative and regulatory changes.

## Reporting on the Access and Inclusion Plan 2012-2017

The Disability Services Act 1993 sets out the minimum reporting requirements for public authorities in relation to DAIPs.

The Shire of Irwin will report on the implementation of its Access and Inclusion Plan 2012 - 2017 through the annual report and the prescribed proforma to the Disability Services Commission by 31 July each year, outlining:

- Progress towards the desired outcomes of its Access and Inclusion Plan 2012 - 2017;
- Progress of its agents and contractors towards meeting the seven desired outcomes; and
- The strategies used to inform its agents and contractors of its Access and Inclusion Plan 2012 - 2017.

## Strategies to Improve Access and Inclusion

The seven desired outcomes provide a framework for strategies aimed at improving access and inclusion for people with disability. This document is intended to proactively communicate what the Shire is achieving, and what it intends to achieve. It is therefore essential that all strategies are accurately reflected in this plan and that communication with the Shire of Irwin underpins all strategies.

The seven outcomes upon which the Shire of Irwin Access and Inclusion Plan has been based will assist representatives of the Shire of Irwin to design and develop fair and equitable disability related policies to guide it into the future. These outcomes are:

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

Actions and implementation plans that could be used to achieve these strategies are outlined under the next chapter heading in this document titled *Implementation Plan*.

## Progress since 1995

The Shire of Irwin is committed to facilitating the inclusion of people with disability through the improvement of access to its information and facilities and services. Towards this goal, the Shire adopted its first Disability Services Plan in 1995 to address access barriers within the community.

To meet this goal the Council reviewed the 2006 Disability Access and Inclusion Plan in order to address barriers for people with disability and ensure present and future needs for persons with disability is identified and addressed.

## Communicating the Accessing and Inclusion Plan

This plan is available upon request in alternative formats such as large print and electronic format audio or Braille and is able to be downloaded from Councils website [www.irwin.wa.gov.au](http://www.irwin.wa.gov.au).

The community was advised that Council accepted the plan through advertisements in the local papers. Copies of the plan can be emailed if required contact the Shire on 9927 0000.

## Implementation Plan 2012 – 2017

The Implementation Plan 2012 – 2017 itemizes what the Shire of Irwin will be undertaking in 2012 – 2017 to improve access and inclusion to Shire 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 Irwin's Access and Inclusion Plan, many of the broad strategies will not be completed as estimated; however individual tasks to support the achievement of those strategies may well be undertaken in part or whole at a later date through the Implementation Plan.

## Outcome 1:

**People with disability have the same opportunities as other people to access the services of, and any events organised by, the Shire of Irwin**

Strategy	Task	Timeline	Responsibility
Ensure that people with disability are provided with an opportunity to comment on access to services.	<ul style="list-style-type: none"> <li>▪ Make available a Customer Service Module by which people with disability can make comment on accessibility of any facilities maintained by the Shire.</li> </ul>	July 2013	Director Corporate and Community
Monitor the Shire's Access and Inclusion policy to ensure it reflects contemporary values and practices and supports equitable access to services by people with disability throughout the various functions of the Council.	<ul style="list-style-type: none"> <li>▪ Observe State Government Guidelines for disability access;</li> <li>▪ Conduct regular reviews of the accessibility of services and rectify barriers, providing feedback.</li> </ul>	Ongoing	Senior Management Team
Ensure that events, whether provided or funded, are accessible to people with disability.	<ul style="list-style-type: none"> <li>▪ Ensure all events are planned using the Shire of Irwin Events Checklist;</li> <li>▪ Make the Events Checklist available to staff on the Shire's Intranet;</li> <li>▪ Ensure accessibility is a requirement for Shire Sponsorship.</li> </ul>	Ongoing	Senior Management Team

Strategy	Task	Timeline	Responsibility
Develop links between the Access and Inclusion Plan 2012-2017 and other Council plans and strategies.	<ul style="list-style-type: none"> <li>▪ Identify appropriate strategic business planning documents, budget processes and all other relevant plans and strategies requiring alignment with the Access and Inclusion Plan.</li> </ul>	Ongoing	Senior Management Team
Ensure that Council staff, agents and contractors are aware of the relevant requirements of the Disability Services Act.	<ul style="list-style-type: none"> <li>▪ Promote the Shire's policy and procedures regarding the Disability Services Act requirements to staff, agents and contractors through communication vehicles and include in the induction process for new staff.</li> </ul>	July 2013	Senior Management Team
Engage with 'You're Welcome' at WA Access to assist with implementing and broadcasting the Shires access and inclusion for people with disability and to promote this to businesses and groups.	<ul style="list-style-type: none"> <li>▪ Nominated staff to liaise with 'You're Welcome' at WA Access to identify accessible places and buildings;</li> <li>▪ Update the website to better broadcast the Shires 'You're Welcome' features.</li> </ul>	December 2015	Manager Community Services
Develop relationships with key stakeholders who provide services to people with disability.	<ul style="list-style-type: none"> <li>▪ Promote the benefits of working in partnership to benefit people with living with disability in our community;</li> <li>▪ Invite key stakeholders to distribute information to inform the community about what is available.</li> </ul>	Ongoing	Manager Community Services

## Outcome 2:

**People with disability have the same opportunities as other people to access buildings and other facilities of the Shire of Irwin**

Strategy	Task	Timeline	Responsibility
Ensure all Shire buildings and facilities are physically accessible to people with disability, where practicable.	<ul style="list-style-type: none"> <li>▪ Audit and identify access barriers to buildings and facilities using the Access Resource Kit checklists and Disability Access Consultants;</li> <li>▪ Identify access complaints to support audit results; Prioritise and make submission to Council to commence work on rectifying identified barriers;</li> <li>▪ Audit and review access to the Port Denison Retirement Village to identify any access barriers;</li> <li>▪ Audit and review disability access to Denison House including pathways and ramps for wheelchair and gopher users;</li> <li>▪ Liaise with local businesses in the Dongara and Port Denison precinct to provide information about how to make businesses accessible, the benefits of, and the support available to businesses that are inclusive.</li> </ul>	Ongoing	Manager Community Safety and Manager Community Services
Ensure that all redevelopment works provide access to people with disability, where practicable.	<ul style="list-style-type: none"> <li>▪ Ensure renovations to old Shire Administration Building, comply with the Australian Standards for access;</li> <li>▪ Ensure no building application is signed off without meeting the legal requirements for disabled access;</li> <li>▪ Apply the Building Code of Australia, Australian Standards on Access and the Advisory Notes on Access to Premises.</li> </ul>	July 2015  Ongoing  Ongoing	Manager Community Safety  Manager Community Safety  Manager Community Safety

Strategy	Task	Timeline	Responsibility
<p>Ensure all infrastructure related to transport facilities are accessible.</p>	<ul style="list-style-type: none"> <li>▪ Prioritise and make submission to Council to commence work on barriers that were identified in the Disability Access and Inclusion Questionnaire and Walkability Audit;</li> </ul> <p><b>Footpaths required:</b></p> <ul style="list-style-type: none"> <li>▪ Where possible prioritise for new footpaths to be installed in locations identified in the Walkability Audit and the Disability Access and Inclusion Questionnaire: <ul style="list-style-type: none"> <li>○ Hepburn Street</li> <li>○ Bygrave/Norrish Drive;</li> <li>○ Walton Street;</li> <li>○ Hosken Street;</li> <li>○ Moreton Terrace – Footpaths along both sides of street;</li> <li>○ Memorial Park – access to public toilets;</li> </ul> </li> <li>▪ That funding is sourced to upgrade the pathway along Point Leander Drive from the Moreton Terrace roundabout to Hunts Road and from Former Roads Board Building to the bridge;</li> </ul>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	<p>Manager Works</p>

Strategy	Task	Timeline	Responsibility
Continued	<p><b>Safe Pedestrian Access Points:</b></p> <ul style="list-style-type: none"> <li>▪ That pedestrian access points be installed along Moreton Terrace to allow access to both sides;</li> <li>▪ That pedestrian access points be installed to enable access from Moreton Terrace (north side) across roundabout to Point Leander Drive;</li> <li>▪ That pedestrian access points be installed along Church Street and Waldeck Street;</li> <li>▪ That pedestrian access points be installed on the corner of Criddle and Waldeck Street;</li> <li>▪ That funding is sourced to upgrade pedestrian access points at the Shopping centre (Foodworks) site on Point Leander Drive to incorporate retaining wall/s, a middle island, hand-rails and signage;</li> </ul> <p><b>Access Infrastructure:</b></p> <ul style="list-style-type: none"> <li>▪ Upgrade entrance to <i>Disabled Fishing Platform</i> by levelling the area around the platform to allow better access for wheelchair and gopher users;</li> <li>▪ Install concrete pad at base of timber steps leading down to the Irwin River (Dongara side) located on Point Leander Drive.</li> </ul> <p><b>Transport:</b></p> <ul style="list-style-type: none"> <li>▪ When negotiating replacement of the Shire of Irwin Community Bus, consider the access and storage for wheel chairs, walking frames and people with disability.</li> </ul>	Ongoing      June 2013     June 2014     June 2017	Manager Works      Manager Community Safety     Chief Executive Officer

Strategy	Task	Timeline	Responsibility
Ensure disabled facilities and services are clearly indicated and accessible.	<ul style="list-style-type: none"> <li>▪ Upgrade signage to disabled facilities and services, including signs to disabled parking as identified in the Disability Access and Inclusion Questionnaire;</li> <li>▪ Relocate current sign at Disabled Fishing Platform to the side to allow easier access for wheelchair and gopher users;</li> <li>▪ Ongoing upgrade of footpaths and ramps leading to disabled facilities and services as required.</li> </ul>	Ongoing  June 2013  Ongoing	Manager Works
Encourage local business and venues of the requirements and benefits of providing disabled access.	<ul style="list-style-type: none"> <li>▪ Provide readily available information on the legal requirements and needs of people with disability;</li> <li>▪ Promote the benefits of providing access to people with disability to the community;</li> <li>▪ Invite local businesses to participate in 'You're Welcome' onsite inspections.</li> </ul>	Ongoing	Manager Community Safety  And  Manager Community Services
Ensure that ACROD parking meets the needs of people with disability.	<ul style="list-style-type: none"> <li>▪ Undertake an audit of ACROD bays and implement a program to rectify any non-compliance.</li> </ul>	Ongoing	Manager Works

## Outcome 3:

**People with disability receive information from the Shire of Irwin in a format that will enable them to access the information as readily as other people are able to access it**

Strategy	Task	Timeline	Responsibility
Ensure that the community is aware that information is available in alternative formats on request.	<ul style="list-style-type: none"> <li>▪ Ensure all documents are available in alternative formats;</li> <li>▪ Advise the community via the Annual Report that other formats are available.</li> </ul>	July 2013	Senior Management Team
Improve staff awareness of accessible information needs and how to obtain information in other formats.	<ul style="list-style-type: none"> <li>▪ Make Accessible Information guidelines available on the Shire of Irwin Website.</li> </ul>	July 2015	Manager Community Services

## Outcome 4:

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

Strategy	Task	Timeline	Responsibility
Ensure that Elected Members and employees are aware of access needs and can provide appropriate services.	<ul style="list-style-type: none"><li>▪ Council officers to have disability awareness training. The Disability Services Commission and relevant disability organisations to be contacted for assistance in the development of training.</li></ul>	July 2015	Chief Executive Officer
Implement awareness of new staff and new Elected Members about disability and access issues	<ul style="list-style-type: none"><li>▪ Prepare information and include in the induction of new staff and Elected Members</li></ul>	Ongoing	Human Resources

## Outcome 5:

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

Strategy	Task	Timeline	Responsibility
Ensure that current grievance mechanisms are accessible for people with disability.	<ul style="list-style-type: none"> <li>▪ Implement Customer Service Module – which provides a simple and effective method of recording and classifying all types of Requests, whether internal or external, that are received by Council;</li> <li>▪ Call Centre – provide service outside of normal office hours. In the event of an emergency, the relevant officer will be notified via text and then action the emergency;</li> <li>▪ Promote Shire of Irwin's accessible complaints mechanism to the community.</li> </ul>	July 2013	Manager Community Safety And Manager Community Services

## Outcome 6:

**People with disability have the same opportunities as other people to participate in any public consultation by the Shire of Irwin**

Strategy	Task	Timeline	Responsibility
Improve community awareness about consultation processes in place.	<ul style="list-style-type: none"><li>▪ Promote the existence of the Access and Inclusion Plan, role and activities of the Shire of Irwin and their facilities for disabled persons in the community by providing hard copies of the Access and Inclusion Plan 2012 – 2017 and advertise in the Local Rag and the Shire of Irwin website.</li></ul>	Ongoing	Manager Community Services
Commit to ongoing monitoring of the Access and Inclusion Plan to ensure implementation and satisfactory outcomes.	<ul style="list-style-type: none"><li>▪ Regularly monitor the progress of the plan.</li></ul>	Annually	Chief Executive Officer

## Outcome 7:

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

Strategy	Task	Timeline	Responsibility
Improve employment opportunities for People with Disability.	<ul style="list-style-type: none"> <li>▪ Implement Equal Employment Opportunities legislation as part of an equal opportunity policy;</li> <li>▪ Review job descriptions and adverts to ensure inclusive and non-discriminatory language is used;</li> <li>▪ Make sure job advertisements are in an accessible format (12 or 14pt, Arial).</li> </ul>	Ongoing Ongoing Ongoing	Human Resources Human Resources Human Resources
Ensure an inclusive and welcoming workplace where people with disability feel valued and are encouraged to pursue a career in the public sector.	<ul style="list-style-type: none"> <li>▪ Include equal opportunity information in induction processes, including information about disability;</li> <li>▪ Aim to attract and employ people with disability as part of developing a workforce that is representative of the community.</li> </ul>	Ongoing Ongoing	Human Resources Human Resources
Awareness of resources and support available.	<ul style="list-style-type: none"> <li>▪ Ensure Managers/Supervisors and recruitment staff are aware of the capacities and capabilities of people with disability when employing staff;</li> <li>▪ When employing a person with a disability ensure support and resources are addressed through consultation with the appropriate supported employment agency and or the Shire of Irwin's Coordinator Organisational Performance Officer;</li> <li>▪ Provide adaptive equipment to employees with a disability if required;</li> </ul>	Ongoing Ongoing Ongoing	Human Resources Human Resources Human Resources

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