

# SHIRE of Victoria Plains



## DISABILITY ACCESS AND INCLUSION PLAN

**2015 - 2020**

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## Background

The Shire of Victoria Plains is located in the central Wheatbelt region of Western Australia.

Agriculture is the main industry in the Shire and forms the economic base for the entire area. Secondary industries and businesses associated with agriculture are a dominant feature of town economies.

Population is steady, and current trends suggest that this is likely to continue. Recently, there has been construction of new residences and sale of land for housing development.

There are excellent community facilities including community centre, library. These facilities are available to people with disabilities and able bodied alike.

Inclusion is crucial for social and mental wellbeing. Access to activities allows participation and inclusion in our community. This access and inclusion document has been compiled with this goal in mind.

Disability figures for Shire of Victoria Plains have been taken from the 2011 census.

## Functions, Facilities & Services

### Functions

The Shire of Victoria Plains is responsible for a range of services including:

### Services to Property

The Shire is responsible for Local Government owned buildings, construction and maintenance of roads, footpaths, land drainage and development, waste collection and disposal, litter control and street cleaning, planting and caring for trees and shrubs, numbering of buildings and lots, administration of road signage, car licensing and driving licences.

### Facilities

Provision and maintenance of parks play areas, gardens, reserves, sporting facilities, management of recreation centre and public library, public information, health education, community events. The Shire has good schools.

### Regulatory Services

Town and Road Planning, Building Services including building extension permits and sub divisions, health of the community, safety of the community, protection of the environment, inspections of premises, enforcement of local laws, ranger services, inspection of food premises and parking control.

## Agents and Contractors

DAIP strategies will be implemented by Shire Staff, Agents and Contractors in accordance with “A Guide to Disability Access and Inclusion Plans (DAIPs) for Local Government contractors”.

# Disabilities & the Present in Victoria Plains

## Needs of people with disabilities people living with our community :

February and March 2015 a public request for information and feedback was undertaken. Further consultation with people with disabilities within the community is ongoing and taking place through advertisements and bulletins inviting programme participation and seeking information related to every day access and inclusion in our community.

## People with disabilities in the Shire of Victoria Plains

The population of people with disabilities in the shire represents a small percentage of total population. A publication was issued seeking feedback from people with disabilities; as yet we have seen no replies.

## Needs of people with disabilities living with our community:

Ramps have been provided at road crossings and any new public building;  
Wide doors for wheelchair access are available at Shire offices and Shire toilet facilities;  
Phone with volume controls for those with hearing problems will be installed on request;  
Parking spaces for people with disabilities will be made available near bank and supermarket.  
Handrails on stairs and ramps will be provided where necessary for safe access

## Planning for People with disabilities

A Disability Access Audit Report, prepared by E-Qual, of all Shire buildings was undertaken in June 2011. A review of progress against the 1996 Disability Services Plan was also conducted, Implementation Progress Report.

## Implementation of The policy

The policy has been progressively implemented by construction of new toilets for people with disabilities, new footpaths with ramps at both road crossing, ramps to buildings and wider doorways on new buildings. Improvements will be ongoing.

## Monitoring

Monitoring of implementation measures and any future need will take place to ensure compliance and success of Disability Access and Inclusion within our Shire.

## Audit

Audit of Procedures will take place at yearly intervals to ensure measures are being adopted and staff become familiar with and act on the requirements of Disability Access and Inclusion Plan.

# Access & Inclusion Policy Statement

The Shire of Victoria Plains is committed to the health, safety, wellbeing and equality of Services to all, regardless of disability.

The Shire of Victoria Plains has a friendly community spirit with values and morals to care for ones neighbour, this spirit is encompassed at Shire office where all staff will happily help wherever they can regardless of disability.

The Shire of Victoria Plains recognises the value and contribution people with disabilities bring to the community and the contribution they make to local, economic and cultural life and will actively promote inclusion to information and training.

The Shire of Victoria Plains will support people with disabilities, their carers and their families to make their lives easier and more rewarding.

The Shire of Victoria Plains considers disability issues within Town Planning and everyday procedures to ensure no barriers are erected to prevent equality of access and enjoyment of facilities for all.

The Shire of Victoria Plains is committed to working with people with disabilities, carers and support groups where possible to agree on services and facilities and to understand barriers faced and therefore supply workable solutions.

The Shire of Victoria Plains is committed to achieving the seven desired outcomes of the Disability Access and Inclusion Plan.

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

# Development of the DIAP

## **Responsibilities for Planning Process**

The Environmental Health Officer has responsibility to oversee the development, implementation, review and evaluation of the plan. The final plan is endorsed by the Shire of Victoria Plains and it is the responsibility of all officers to implement the relevant actions.

## **Planning for implementation of the policy**

Publication to be sent to all Shire residents: highlighting availability of large print Shire correspondence, minicom facility for those with hearing problems, improved disability access at public facilities and availability of help with refuse services.

The adverts will also express the need for any people with disabilities to let the Shire know about problems encountered with Victoria Plains Shire facilities or services.

## **Consultation with community**

In April 2015, The Shire of Victoria Plains undertook its DIAP review by consulting with key stake holders in drafting a new DAIP to guide further improvements to access and inclusion. This process included: Examination of the Shire's 2011 Disability Access & Inclusion Plan to identify achievements to date and what still needs to be done; consultation with key staff; consultation with community.

The Shire of Victoria Plains published, in the community newsletters, an invitation to people with disabilities seeking their input into the plan through feedback to the Shire.

## **Promotion to Staff and Community**

The DAIP will be promoted to staff through specific training programs to be held at least on an annual basis and by inclusion, by reference, in the Staff Induction Manual. The Community will be informed of the availability of the DAIP by half yearly notice in local newsletters and through meetings with interested parties.

The DAIP implementation progress report is included within the Shire's Annual Report and is a point of discussion at the Annual Electors Meeting and community meetings conducted by Council.

## **Monitoring effectiveness of policies**

Monitoring Procedures for workability of the processes suggested

Quarterly meeting in first year with disability group to review implementation

Monitoring compliance of "parking for the disabled" facilities and procedures

Yearly survey to ascertain effectiveness of policies and procedures.

## **Audit of procedures**

12 monthly audits with change implemented when necessary to comply with DAIP

5 yearly reportable reviews.

## **Final Reporting**

Victoria Plains Shire will report on the implementation of its DAIP through its annual report and the prescribed report progress template will be forwarded to the Disability Services Commission by:

31 July each year outlining -

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

# Strategies to Improve Access and Inclusion

## Strategy

## Outcome 1

## Time

### Outcome 1

People with disabilities have the same opportunities as other people to access the services of and any events organised by, a public authority

Disability planning is used in all new buildings	Ongoing
Develop link with other strategies, agencies and frameworks	
Additional Public Toilet facilities for people with disabilities to be made available	Ongoing
Parking spaces for people with disabilities to be allocated at key access positions at library / Shire offices	Ongoing
Update Refuse Service to include specialised rubbish collection services if required	As Required
Procedures for monitoring effectiveness, including Staff training to ensure aware of DAIP requirements	Ongoing
Procedural change to include disability planning in new buildings	Ongoing

## Strategy

## Outcome 2

## Time

### Outcome 2

People with disabilities will have the same opportunities as other people to access the buildings and other facilities of the public authority.

Monitor Shires Access Plan to ensure it incorporates all planned activities and functions throughout the Shire	ongoing
New buildings to include disability and inclusion consideration at design stage	Ongoing
Develop link with other strategies and frameworks	Ongoing
Update Refuse Service to include specialised rubbish collection services	As Required
Procedures for monitoring effectiveness	Ongoing
Disability Access Audit Report on Shire buildings	Ongoing

## Strategy

## Outcome 3

## Time

### Outcome 3

People with disabilities 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.

CD Disc containing council information on request	As required
Large print shire info on request	As required
Inform staff of DIAP requirements	Ongoing

Strategy	Outcome 4	Time
<p><b>Outcome 4</b> People with disabilities 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.</p>	Allocate Duties, Responsibilities and accountability for DAIP	Ongoing
	Deliver DIAP awareness training including disability communication training	Ongoing
	Develop training matrix to include refresher training for DIAP	Ongoing

Strategy	Outcome 5	Time
<p><b>Outcome 5</b> People with disabilities have the same opportunity as other people to make complaints to a public authority</p>	Ensure complaints procedure and outcome satisfaction form is made available in large print and cd	As required
	Ensure staff who manage complaints procedure are aware of responsibilities and new procedures	Ongoing
	Develop training matrix to include refresher training for DIAP	Ongoing

Strategy	Outcome 6	Time
<p><b>Outcome 6</b> People with disabilities have the same opportunities as other people to participate in consultation with a public authority.</p>	Invitation to people with disabilities to have a say in planning	As required
	Invitation to be an ongoing disability community representative	As required
	Invitation to people with disabilities to have a say in planning	As required 1

Strategy	Outcome 7	Time
<p><b>Outcome 7</b> People with disability have the same opportunities as other people to obtain and maintain employment with a public authority</p>	Job applicants are encouraged to apply	Ongoing