

Shire of Three Springs

Disability Access and Inclusion Plan (DAIP) 2018-2022

Adopted at the Ordinary Council Meeting Held on 24th April 2018

This Plan is available in alternative formats such as in standard or large print, electronic format,(disk or emailed) on request and on our website at www.threesprings.wa.gov.au

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Acknowledgements

The Shire of Three Springs acknowledges the input received from many individuals and groups within the community, which has been invaluable in the preparation of this Disability Access Inclusion Plan.

In particular, thanks are given to: Shire Councillors, staff and individual community members.

Background

The Shire of Three Springs

The Shire of Three Springs is situated 313km north-east of Perth, and encompasses an area of 2,629 square kilometres. The Shire is predominately a farming community with cropping and sheep as its main industries. Additionally there is a Talc mine just to the east of Three Springs which produces a significant tonnage of mineral per annum and is a major contributor to the local economy.

The major town is Three Springs with a small community at Arrino. The Shire population is approximately 594 people (2016 Australian Bureau of Statistics Data). Three Springs is bordered by the Shires of Mingenew, Irwin, Carnamah, Perenjori and Morawa.

Functions, facilities and services (both in-house and contracted) provided by the Shire of Three Springs

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

Services to property including:

- Construction and maintenance of roads, footpaths and cycle facilities;
- Land drainage and development;
- Waste collection and disposal;
- Litter control and street cleaning;
- Planting and caring for trees;
- Numbering of buildings and lots;
- Street lighting; and
- Bush fire control.

Services to the Community including:

- Provision and maintenance of playing areas, reserves and facilities for sporting and community groups;
- Management of library and information services;
- Swimming Pool;
- Health Services(Doctor and support for Dental Services);

Regulatory Services including:

Health, building, planning and ranger services.

General administration including:

 The provision of general information to the public and the lodging of complaints and payment of rates, dog licenses, various incomes and police licensing.

Processes of government including:

- Forum and Ordinary meetings;
- Electors meetings; and
- Election of Council members.

People with disability in the Shire of Three Springs

The residential population of the Shire of Three Springs is estimated to be around 594 people. According to the Australian Bureau of Statistics (ABS) Survey of Disability, Ageing and Carers it is estimated that 8.8% of Australians identify themselves as having some form of disability. Based on the population estimate it is estimated that there are around 52 people with disability living within the Shire.

Planning for better access

The Western Australia Disability Services Act requires all Local Governments to develop and implement a Disability Access and Inclusion Plan (DAIP) to ensure that people with Disability have equal access to its 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 Three Springs has adopted the following Disability Access and Inclusion Plan which ensures that people with disability can access Council facilities, functions, and services. The current plan has been amended from that adopted in 2007 and 2016 and is readily available on Council's website www.threesprings.wa.gov.au. The plan may be amended and extended from time to time as priorities and needs change, however must statutorily be reviewed at least once every 5 years.

Progress since 2013

The Shire of Three Springs is committed to facilitating the inclusion of people with disability through the improvement of access to its information facilities and services. Towards this goal the Shire adopted the Disability Access and Inclusion Plan in 2013 to address the access barriers within the community.

Since the adoption of an initial DAIP in 2007, the Shire has implemented many initiatives and made significant progress towards better access.

The updated plan in 2015 recognises changes made at the State legislative level, in particular reference to the term "disabilities" has been amended to read throughout the plan "disability" and in the broader context the term used is "people with disability".

Additionally Outcome 7 has been added to the DAIP being -

"People with disability have the same opportunities as other people to obtain and maintain employment with a public authority." Again this is a State initiated outcome that is required to be included in all DAIPs across the State.

Access and Inclusion Policy Statement

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

The Shire of Three Springs interprets an accessible and inclusive community as one in which all Council functions, facilities and services (both in-house and contracted) are open, available and accessible to people with disability, providing them with the same opportunities, rights and responsibilities as other people in the community.

The Shire of Three Springs:

- recognises that people with disability are valued members of the community who make a variety of contributions to local social, economic and cultural life;
- 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;
- believes that people with disability, their families and carers should be supported to remain in the community;
- is committed to consulting with people with disability, their families and carers and disability organisations in addressing barriers to access and inclusion;
- will ensure its agents and contractors work towards the desired outcomes in the DAIP;
- is committed to supporting local community groups and businesses to provide access and inclusion of people with disability; and
- is committed to achieving the seven desired outcomes of its DAIP.

The seven desired outcomes of this Disability Access and Inclusion Plan 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 Three Springs.
- 2. People with disability have the same opportunities as other people to access the buildings and other facilities of the Shire of Three Springs.
- 3. People with disability receive information from the Shire of Three Springs 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 from the staff of the Shire of Three Springs.
- 5. People with disability have the same opportunities as other people to make complaints to the Shire of Three Springs.
- 6. People with disability have the same opportunities as other people to participate in any public consultation by the Shire of Three Springs.
- 7. People with disability have the same opportunities as other people to obtain and maintain employment with Shire of Three Springs.

Development of the Disability Access and Inclusion Plan

Responsibility for the planning process

Council's Chief Executive Officer has responsibility to oversee the development, implementation, review and evaluation of the DAIP.

The Council's Deputy Chief Executive Officer will be responsible for the daily administration of the Disability Services Act 1993.

Community consultation process

As part of changes to the Disability Services Amendment Regulations 2013 and the inclusion of new outcome 7 requirements in DAIPs, the Shire undertook to review its Disability Access and Inclusion Plan, consult with key stakeholders and draft a new DAIP to guide further improvements to access and inclusion. This adopted plan was also reviewed in 2017.

The process included:

- Examination of the previous DAIP and subsequent progress to see what has been achieved and what still needs work;
- Consultation with key staff; and
- Consultation with the community.

The Disability Services Act Regulations (2004) sets out the minimum consultation requirements for public authorities in relation to Disability Access and Inclusion Plans (DAIPs). Local Governments must call for submissions (either general or specific) by print media and on the Internet, with draft copies of advertisements included as attachments.

- The community was informed through the local newspaper (The Yakabout) in February 2018 and via the Shire's website that the Shire was reviewing its DAIP previously adopted in 2015. Input was invited either in writing, by telephone, electronically or in person.
- Council staff made contact with local organisations for input into the review of the DSP for comment on any issues they may have.

Findings of the consultation

Community members surveyed have the view that most of the initial objectives in the first DAIP had been achieved with the majority of actions being ongoing or incorporated into activities as required. For example new buildings or renovations will take into account access issues identified in the DAIP, however only become relevant when any such works are being contemplated.

The main activities and functions of the Shire reflect what is now considered normal practice in ensuring that the seven key desired outcomes of the plan are adhered to and improved upon where possible.

The following access barriers were previously identified in the 2007, 2013 and 2015 plans and have been focussed on and improved since that time.

Access Barriers

The access barriers identified were:

- Processes of the Shire may not be as accessible as possible.
- Events may not always be held in a manner and location that best facilitates the participation of people with disability.
- Suitable parking for people with disability may not be meeting the needs of this growing demographic.
- Elements of the Shire's website require improvement to best meet the needs of people with disability.
- Staff may be uninformed or lacking in confidence to adequately provide the same level of service to people with disability.
- People with disability may not be aware of consultation opportunities with the Shire.

These barriers were prioritised in order of importance when setting timeframes for the completion of strategies to overcome them.

Responsibility for implementing the DAIP

Implementation of the DAIP is the responsibility of all areas of the Shire. The Disability Services Act (1993) requires all public authorities to take all practical measures to ensure that the DAIP is implemented by its officers, staff, agents and contractors. Where agents and contractors provide services to the public on behalf of the Shire, these services are to be conducted consistent with this Plan. The Plan will be referenced in the contract and provided in hard copy to all agents and contractors.

Communicating the plan to staff and people with Disability

- The adoption of the DAIP will be advertised through the Shire's website and local newspaper (The Yakabout) indicating that copies of the plan are available upon request and in alternative formats if required.
- As plans are amended Shire staff and the community will be advised of the availability of updated plans, using the above methods. These methods of communication have proven to be the most effective in the community of Three Springs.

Review and evaluation mechanisms

The Disability Services Act requires that DAIPs be reviewed at least every five years. Whenever the DAIP is amended, a copy of the amended plan must be lodged with the Department of Communities, Disability Services. The Implementation Plan can be updated more frequently if desired.

Monitoring and Reviewing

The employee with responsibility for the DAIP will analyse progress in implementing the DAIP and provide a report to management and Council on progress and recommended changes to the implementation plan annually. This need not be an official Council agenda item if there is no decision required of the Council.

The Shire's last DAIP which expired in November 2017 was reviewed on an annual basis as required and submitted to the Department of Communities, Disability Services.

Evaluation

- An evaluation will occur as part of the five-yearly review of the DAIP.
- The community, staff and Elected Members will be consulted as per the endorsed consultation strategies, as part of any evaluation.

Reporting on the DAIP

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

- Progress towards the desired outcomes of its DAIP;
- Progress of its agents and contractors towards meeting the seven desired outcomes; and
- The strategies used to inform agents and contractors of its DAIP.
 - providing access and inclusion to services and events and have access to relevant resources to support this.
 - include specific access and inclusion requirements in contracts as they are developed, reviewed or renewed.

The Shire is also required to report on progress in the prescribed format to the Department of Communities, Disability Services by July 31 each year.

Strategies to improve access and inclusion

The following overarching strategies have been developed to address each of the seven desired outcome areas contained within this Disability Access and Inclusion Plan. These will form the basis of the Disability Access and Inclusion Plan.

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

Strategy	Timeline
Ensure that people with disability are consulted on their needs for services and the accessibility of current services.	Ongoing
Monitor Shire services to ensure equitable access and inclusion.	Ongoing
Improve access to the information in the library.	Ongoing
Develop the links between the DAIP and other Shire plans and strategies (Includes all Integrated Planning documents developed)	Ongoing
Ensure that events, whether organised or funded, are accessible to people with disability.	Assessed prior to each event
Ensure that public toilets meet the associated accessibility standards.	Ongoing
Scrutinise any documentation on any Shire sponsored or supported event (eg Off Road Racing September each year to ensure that people with disability have the same opportunities as other people to be involved in the event.	Assessed prior to each event
Ensure that any physical event access issues are suitable prior to the approval of any event taking place.	Assessed prior to each event

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

Strategy	Timeline
Ensure that all buildings and facilities meet the standards	Disability access
for access and any demonstrated additional need.	addressed when
	buildings
	undergo
	renovation and
	when inspected
	annually by
	Council's Staff

Ensure that all new or redevelopment works provide access to people with disability, where practicable.	Ongoing
Ensure that ACROD parking meets the needs of people with disability in terms of quantity and location.	Ongoing
Advocate to local businesses and tourist venues the requirements for and benefits flowing from the provision of accessible venues.	Ongoing
Ensure that all recreational areas are accessible.	Ongoing

Outcome 3: People with disability receive information from Shire of Three Springs 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.	Ongoing
Improve staff awareness of accessible information needs and how to provide information in other formats.	Ongoing
Ensure that the Shire's website meets contemporary good practice.	Ongoing

Outcome 4: People with disability receive the same level and quality of service from the staff of Shire of Three Springs as other people receive from the staff of that public authority.

Strategy	Timeline
Ensure that all staff, existing and new, and Elected Members are aware of disability and access issues and have the skills to provide appropriate services.	Ongoing
Improve community awareness about disability and access issues.	Ongoing
Improve staff awareness of disability and access issues to provide a good service to people with disability.	Ongoing

Outcome 5: People with disability have the same opportunities as other people to make complaints to Shire of Three Springs.

Strategy	Timeline
Ensure that current grievance mechanisms are accessible for people with disability.	Ongoing
Ensure that grievance mechanisms are accessible for people with disability and are acted upon.	Ongoing

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

Strategy	Timeline
Improve community awareness about consultation process in	Ongoing
place.	
Ensure that people with disability are actively consulted about	Ongoing
the DAIP and any other significant planning processes.	
Ensure that people with disability are aware of and can access	Ongoing
other established consultative processes.	
Seek a broad range of views on disability and access issues	Ongoing
from the local community.	_

Outcome 7: People with disability have the same opportunities as other people to obtain and maintain employment with Shire of Three Springs.

Strategy	Timeline
Use inclusive recruitment practices.	Ongoing
Improve methods of attracting, recruiting and retaining people with disability.	Ongoing
Work with key disability employment support provider(s) to employ a person with disability.	Ongoing

Appendix 1

Progress since the 2013 Disability Access and Inclusion Plan

- People with disability have the same opportunities as other people to access the services of, and any events organised by Shire of Three Springs.
 - All Council events are accessible in all practical form to people with disability.
 - All event applications supported or sponsored by Council are carefully scrutinised to ensure that universal access and inclusion form part of the event.
- 2. People with disability have the same opportunities as other people to access the buildings and other facilities of Shire of Three Springs.
 - Doctor and Dental surgeries constructed by Council have universal access and facilities that are appropriate and suitable for people with disability.
 - Alterations to the Shire Administration Building and library have included accessible features.
 - Upgrade works to the Three Springs Aquatic Centre have been undertaken which include accessible features for people with disability.
- 3. People with disability receive information from Shire of Three Springs in a format that will enable them to access the information as readily as other people are able to access it.
 - The Shire provides alternative formats for information widely advertised. Alternative formats are provided when requested.

- 4. People with disability receive the same level and quality of service from the staff of Shire of Three Springs as other people receive from the staff of that public authority.
 - Key Shire staff are made aware of disability issues and that the same level and quality of service is to be applied to people with disability.
- 5. People with disability have the same opportunities as other people to make complaints to Shire of Three Springs.
 - Similar to point 4 above key Shire staff are made aware of disability issues and that a complaint from someone with a disability has the same standing as a complaint from someone without.
 - Council has developed a "Complaint/Compliment" form which is available and applied equally to all people.
- 6. People with disability have the same opportunities as other people to participate in any public consultation by Shire of Three Springs.
 - Municipal election voting is held in an accessible building, Council meetings are held in an accessible building, and any similar standards of information dissemination relating to consultation apply as has been prior mentioned in point 3 above.
- 7. People with disability have the same opportunities as other people to obtain and maintain employment with Shire of Three Springs.
 - Reduced pre-employment screening medical questions to reduce this barrier to employment.
 - Create an environment within the Shire of Three Springs that supports and encourages the employment of people with disability.
 - Provided Disability Awareness staff training to all Shire of Three Springs staff.

Shire of Three Springs

Disability Access and Inclusion Plan

The Plan details the task, timelines and responsibilities for each broad strategy to progress the strategies of the DAIP.

It is intended that the Plan will be reviewed annually to progress the achievement of all the strategies over the coming years.

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 Three Springs.

Strategy	Task	Task Timeline	Responsibility
Ensure that people with disability are consulted on their need for services and the accessibility of current services.	Complaint/Compliment form accessible by all. Services provided or funded.	Ongoing	Chief Executive Officer
Monitor Shire services to ensure equitable access and inclusion.	 Conduct systematic reviews of the accessibility of services. Rectify identified barriers and provide feedback to consumers. 	Ongoing Ongoing	Chief Executive Officer
Develop links between the DAIP and other Shire plans and strategies.	 Incorporate the objectives and strategies of the DAIP into all of the Shire's Integrated Planning documents. Ensure in the review of all Integrated Planning documents that the objectives and strategies in the DAIP are incorporated into all documents. 	Ongoing	Chief Executive Officer
Ensure that events, whether provided or funded, are accessible to people with disability.	Ensure all events are planned using the Accessible Events checklist.	As required	Community Development Officer
Ensure that Council sanctioned events are accessible to people with disability.	Ensure all event organisers are aware of the requirements to be inclusive to people with disability.	As required	Community Development Officer
Improve access to the information in the library.	Provide large print books and audio CD and DVDs for community members.	Implemented and ongoing. This service will continue to be improved	Chief Executive Officer

Outcome 2: People with disability have the same opportunities as other people to access the buildings and other facilities of the Shire of Three Springs. Task Task Timeline Responsibility Strategy Chief Executive Ensure that all buildings Identify access barriers to buildings and Ongoing. Officer and facilities meet the facilities. Inspected standards for access and Prioritise and make a submission to Council to annually and any demonstrated commence work on rectifying identified barriers. requested at additional need. Council Budget Meetings Chief Executive Ensure that all new or • Ensure that the legal requirements for access Ongoing are met in all plans for new or redeveloped Officer redevelopment works provide access to people buildings and facilities. with disability where • Ensure that no development application is Ongoing signed off without a declaration that it meets the practicable. legal requirements for disability access. • Ensure that key staff are trained and kept up to Ongoing date with the legal requirements including the requirements of the BCA and the Disability Services Act. Ensure that ACROD Chief Executive Undertake an audit of ACROD bays and Ongoing parking meets the needs of implement a program to rectify any non Officer and people with disability in Works Manager compliance.

Consider the need for additional bays at some

locations.

Ongoing

terms of quantity and

location.

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

Strategy	Task	Task Timeline	Responsibility
Advocate to local businesses and tourist venues the requirements for, and benefits flowing from, the provision of accessible venues.	 Provide information (available on the Department of Communities, Disability Services Website), on the needs of people with disability and of legal requirements and best practice. Promote access to business. Make access information available on the Shire's website. 	Ongoing	Chief Executive Officer
Ensure that all recreational areas are accessible.	 Annual audit of Shire Swimming Pool, Community Halls, playgrounds and all outdoor facilities. Develop and implement a program of progressive upgrade if required. 	Ongoing Ongoing	Chief Executive Officer

Outcome 3: People with disability receive information from the Shire of Three Springs 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
Ensure that the community is aware that Shire information is available in alternative formats upon request.	Ensure that all documents carry a notation that it is available in alternative formats.	Ongoing	Chief Executive Officer
Improve employee awareness of accessible information needs and how to provide information in other formats.	 Make State Government Access Guidelines for Information, Services and Facilities available on the Shire employee intranet site. Train staff in providing accessible information. 	Completed Ongoing	Chief Executive Officer
Ensure that the Shire's website meets contemporary good practice.	 Redevelop website to ensure it complies with the W3C web content guidelines. IT Services Budget for and provide interpreters to significant events on request. Make budget provision for interpreters and advertise the availability of the service. 	Completed As required As required	Chief Executive Officer

Outcome 4: People with disability receive the same level and quality of service from the staff of the Shire of Three Springs as other people receive from the staff of Shire of Three Springs.					
Strategy	Task	Task Timeline	Responsibility		
Ensure that Elected Members and staff are aware of access needs and can provide appropriate services.	Determine training needs of staff and conduct training as required	Ongoing	Chief Executive Officer		
Improve community awareness of disability and access issues.	All Integrated Planning documents have been developed with disability access and inclusion considerations, inclusive of consultation processes. Remains ongoing for reviews.	Completed	Chief Executive Officer		

Outcome 5: People with disability have the same opportunities as other people to make complaints to the Shire of Three Springs.				
Strategy	Task	Task Timeline	Responsibility	
Ensure that grievance mechanisms are accessible for people with disability and are acted upon.	 Review current grievance mechanisms and implement any changes considered necessary. Develop other methods of making complaints, such as web-based forms. Promote accessible complaints mechanisms to the community. 	Ongoing Ongoing Ongoing	Chief Executive Officer	
Ensure that grievance mechanism process and outcome satisfaction survey forms are available in formats to meet the needs of people with disability.	•Provide grievance mechanism process and outcome satisfaction survey forms in alternative formats upon request.	As required	Chief Executive Officer	

Outcome 6: People with disability have the same opportunities as other people to participate in any public consultation by the Shire of Three Springs.				
Strategy	Task	Task Timeline	Responsibility	
Ensure that people with disability are actively consulted about the DAIP and any other significant planning processes.	 Consult people with disability in a range of different consultation mediums, eg focus groups, interviews, surveys. Update the register of people to provide comment on access and inclusion issues. 	Ongoing Ongoing	Chief Executive Officer	
Ensure that people with disability 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.	Ongoing	Chief Executive Officer	

Strategy	Task	Task Timeline	Responsibility
Use inclusive recruitment practices.	Ensure printed job advertisements are written using a minimum font size of 12 as well as in an	Ongoing	Chief Executive Officer
	easily readable font. • Include an Equal Employment Opportunity	Ongoing	
	statement in recruitment advertising. • Ensure job interviews are held in an accessible venue.	Ongoing	
Improve methods of attracting, recruiting and retaining people	Ensure flexibility when developing job descriptions.	Ongoing	Chief Executive Officer
with disability.	• Seek to provide flexibility in working hours and the ability to work from home if the tasks are conducive to the practice.	Ongoing	
Work with key disability employment support provider(s)	Promote job vacancies through DES providers where practicable.	As required	Chief Executive Officer
to employ a person with disability.	• Assess what financial incentives are available, what assistance is available and determine what constitutes reasonable adjustment.	As required	

SHIRE OF THREE SPRINGS

DISABILITY ACCESS AND INCLUSION PLAN

The Shire of Three Springs considered changes to its Disability Access and Inclusion Plan at its meeting held on Wednesday 15 July 2015. The changes were introduced to comply with amendments to the Disability Services Amendment Regulations 2013 and incorporates two key amendments –

- 1. Terminology referring to a "Person with Disabilities" has been amended to read a "Person with Disability".
- 2. New Outcome 7 is included which states "People with disability have the same opportunities as other people to obtain and maintain employment with a public authority."

The revised Plan generally indicates Council's commitment to making its services and amenities accessible to people with disability to the extent that is required by law and where it is both economically and practicably achievable.

For those who are interested, a copy of the Plan is available for inspection or collection at the Shire Office, Three Springs. Anyone wishing to comment, or provide submissions are invited to do so, as any advice received will be taken into account of during the Plan's annual review.

SYLVIA YANDLE

CHIEF EXECUTIVE OFFICER

SHIRE OF THREE SPRINGS WA 6519

14th February 2018