



Shire of Three Springs

Disability Access and Inclusion Plan (DAIP) 2024-2028

Adopted at the Ordinary Council Meeting Held on 24th April 2024

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

Contents

Acknowledgements.....	3
Background.....	4
The Shire of Three Springs.....	4
Functions, facilities and services (both in-house and contracted) provided by the Shire of Three Springs	4
People with disability in the Shire of Three Springs	5
Planning for better access	5
Progress since 2018.....	6
Access and Inclusion Policy Statement	7
Development of the Disability Access and Inclusion Plan.....	9
Responsibility for the planning process.....	9
Community consultation process.....	9
Findings of the consultation.....	10
Responsibility for implementing the DAIP	10
Communicating the plan to staff and people with Disability	11
Review and evaluation mechanisms	11
Monitoring and Reviewing	11
Evaluation	11
Reporting on the DAIP	11
Strategies To Improve Access And Inclusion.....	13
Appendix 1.....	Error! Bookmark not defined.

Acknowledgements

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

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

Background

The Shire of Three Springs

The Shire of Three Springs is located 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 east of Three Springs, which produces a significant tonnage of minerals per annum and is a major contributor to the local economy.

The major town is Three Springs, with a small community in Arrino. The Shire population is approximately 575 (2021 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 include:

- 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 include:

- Health, building, planning and ranger services.

General administration including:

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

Processes of government include:

- 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 575 people. According to the Australian Bureau of Statistics (ABS) Survey of Disability, Ageing and Carers, it is estimated that 5.7% of Australians identify themselves as requiring assistance with core activities. Based on the population estimate, there are around 33 people needing assistance with core activities living within the Shire.

Planning for better access

The Western Australia Disability Services Act 1993 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 1993 (DDA), which make discrimination based on a person's disability unlawful.

The Shire of Three Springs has adopted the 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 previous versions adopted in 2007 and 2018 and is readily available on the 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, it must statutorily be reviewed at least once every five years.

Progress since 2018

Through the diligent implementation of the 2018-2022 Disability Access and Inclusion Plan (DAIP), the Shire of Three Springs has made substantial progress in enhancing the inclusivity and accessibility of its facilities and services for individuals with disabilities. Key achievements include:

- **Inclusive Community Events:** The Shire successfully hosted several events, including Silo Projection Events, Australia Day Celebrations, Digital Workshops, and Stargazing Nights, with a strong focus on ensuring that all events were accessible to people with disabilities.
- **Accessible Infrastructure Improvements:**
 - **Community Hall Enhancements:** Installed comprehensive all-access ablution facilities at the Three Springs Community Hall to accommodate attendees with disabilities.
 - **Swimming Pool Accessibility:** Fitted the Kingfisher swimming pool with a hoist/seat, enhancing safe pool access for individuals with mobility impairments.
 - **Footpath Upgrades:** Made significant investments to upgrade public footpaths around Three Springs, enhancing wheelchair accessibility and pedestrian safety.
 - **ACROD Parking Installation:** Added an ACROD parking bay adjacent to public toilets on Main Street, directly opposite the Three Springs IGA, ensuring convenient access for individuals with mobility challenges.
- **Library Services:**
 - Expanded library resources to include a variety of accessible formats, such as audio books and large print editions, catering to the needs of individuals with visual and auditory impairments.

These enhancements have significantly improved the quality of life for people with disabilities in Three Springs, reflecting the Shire's commitment to fostering an inclusive and accessible community. The Shire will continue to build on these improvements to ensure that accessibility and inclusivity are prioritised in all future developments.

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

The Chief Executive Officer is responsible for overseeing the development, implementation, review, and evaluation of the DAIP.

The Council endorses the final plan, and all officers are responsible for implementing the relevant actions.

Community consultation process

In 2023, the Shire undertook a comprehensive consultation program to review its DAIP, consult with key stakeholders and draft a new DAIP to guide further improvements to access and inclusion. 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). The Local Governments must call for submissions (either general or specific) through print media and on the Internet.

- The community was informed through the local newspaper (The Yakabout) via the Shire's Facebook page and website in December 2023 and January 2024 that the Shire was reviewing its DAIP previously adopted in 2018. The input was invited either in writing, by telephone, electronically or in person.
- The community participated in the online and offline survey and in-person workshop organised by the Community Development Officer to provide feedback.

Findings of the consultation

Community feedback indicated that while many of the original DAIP objectives were met, with most actions integrated into regular activities or pending new projects. Regular updates and revisions will ensure that accessibility considerations are embedded in all future infrastructural developments or renovations.

Key insights from the consultation emphasised that practices related to the seven principal outcomes of the DAIP are now generally viewed as standard procedures within the Shire's operations. However, identified access barriers from the DAIP iterations of 2007, 2013, 2015, and 2018 continue to guide the Shire's improvement strategies:

- **Identified Access Barriers:**
 - Inclusivity in Shire processes could be enhanced to facilitate easier access for people with disabilities.
 - Parking provisions for people with disabilities do not fully meet the needs of the community's increasing demographic with such requirements.
 - Certain elements of the Shire's website need upgrading to improve navigability and accessibility for people with disabilities.
 - Shire staff require ongoing training to boost their competence and confidence in servicing people with disabilities equitably.
 - Awareness among people with disabilities regarding their opportunities for consultation on Shire projects needs improvement.
 - The community gym is not currently accessible to users with disabilities, necessitating structural modifications to enhance inclusivity.
 - There is a need for regular in-person sessions to improve communication with older individuals and others who may struggle with accessing information online.

These barriers have been prioritised according to their impact and urgency, guiding the development of targeted strategies intended to address and resolve these issues promptly and effectively.

This renewed focus and structured approach in updating the DAIP underline Shire's commitment to fostering an inclusive environment where people with disabilities have equal access to all community resources and opportunities for engagement.

Responsibility for implementing the DAIP

Implementation of the DAIP is the responsibility of the management. 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.

Communicating the plan to staff and people with Disability

- The adoption of the DAIP will be advertised through the Shire's website noticeboard 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, the 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 responsible for the DAIP will analyse the progress made in implementing the DAIP and provide a report to management and the Council on progress and recommended changes to the implementation plan annually. This need not be an official Council agenda item if no decision is required from the Council.

The Shire's last DAIP, which expired in November 2022, 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-year review of the DAIP.
- The community, staff, and elected members will be consulted as part of any evaluation based on the endorsed consultation strategies.

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 having 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 31st July each year.

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.

Strategies To Improve Access And Inclusion

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 as per needs.	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 that the objectives and strategies in the DAIP are incorporated into all Integrated Planning 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
Improve access to the information in the library.	• Provide large print books and audio CDs 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.			
Strategy	Task	Task Timeline	Responsibility
Ensure Compliance with Accessibility Standards in Shire Facilities	- Systematically identify accessibility barriers in all Shire-owned buildings and facilities through detailed audits. - Develop a prioritised action plan for barrier removal and make formal submissions to the Council to secure necessary approvals and funding for modifications.	Ongoing. Inspected annually and requested at Council Budget Meetings	Chief Executive Officer
Uphold High Accessibility Standards in New and Renovations	- Incorporate accessibility requirements into the initial planning stages for all new or redevelopment projects to ensure compliance with the Building Code of Australia (BCA) and the Disability Services Act. - Establish a protocol where no development applications are approved without a signed declaration confirming that the project meets all legal accessibility standards. - Conduct regular training sessions for key staff on the latest legal requirements and compliance procedures to maintain high standards of accessibility.	Ongoing Ongoing Ongoing	Chief Executive Officer
Enhance ACROD Parking Availability and Suitability	Conduct an annual audit of all ACROD parking spaces to assess and ensure compliance with	Ongoing	Chief Executive Officer and Works Manager

	accessibility standards regarding quantity and location. • Implement necessary adjustments based on audit findings, including the addition of new bays in strategic locations to meet increasing needs or changing usage patterns.	Ongoing	
Promote Accessibility in Local Businesses and Tourist Venues	• Provide educational resources and guidance to local businesses and tourist venues on legal accessibility requirements and the benefits of having accessible facilities, sourcing information from the Department of Communities and Disability Services. • Enhance public awareness and promote business participation in accessibility improvements through proactive outreach and making access information readily available on the Shire's website.	Ongoing	Community Development Officer
Guarantee Accessibility of Recreational Areas	• Perform annual accessibility audits of all recreational areas, including the Shire Swimming Pool, Community Halls, playgrounds, and other outdoor facilities. • Develop and execute a systematic upgrade program for any non-compliant areas to ensure they meet accessibility standards progressively.	Ongoing	Community Development 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
Publicise the Availability of Information in Alternative Formats	Include a clear notation on all Shire-produced documents indicating the availability of these materials in alternative formats upon request to ensure that all community members are aware they can access information in a format suitable for their needs.	Ongoing	Chief Executive Officer
Enhance Staff Proficiency in Creating and Providing Accessible Information	- Make the State Government Access Guidelines for Information, Services, and Facilities readily available on the Shire's employee intranet to educate staff about accessibility requirements and strategies. - Implement a comprehensive training program for all staff, focusing on how to produce and disseminate information in accessible formats, including large print, braille, audio, and electronic text.	Completed Ongoing	Chief Executive Officer
Uphold Modern Best Practices for Website Accessibility	- Undertake a full redevelopment of the Shire's website to comply with the W3C Web Content Accessibility Guidelines (WCAG), ensuring that all digital content is accessible to people with a variety of disabilities. - Allocate a specific portion of the IT Services Budget to provide interpreters for significant	Completed As required As required	Chief Executive Officer

	Shire events and advertise this service to enhance accessibility for attendees who are deaf or hard of hearing.		
--	---	--	--

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
Enhance Staff and Elected Members' Understanding of Accessibility Needs	- Assess the current knowledge base and training gaps of all Shire staff and elected members regarding disability access needs through surveys and feedback. - Develop and implement a comprehensive training program that includes specific modules on understanding and addressing the access needs of people with disabilities, with regular refresher courses to maintain and update skills.	Ongoing	Chief Executive Officer
Foster Community Awareness and Inclusion Regarding Disability	- Ensure that all Integrated Planning documents incorporate disability access and inclusion considerations from the outset, utilising thorough consultation processes with the disability community to identify needs and evaluate effectiveness. - Maintain a cycle of ongoing review for all Integrated Planning documents to adapt and refine approaches to disability access and inclusion, ensuring that community awareness and competency evolve with changing needs and standards.	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
Enhance Accessibility and Responsiveness of Grievance Mechanisms	• Conduct a thorough review of existing grievance mechanisms to identify any potential accessibility barriers for people with disabilities. • Implement necessary changes to these mechanisms to ensure they are fully accessible, which could include the development of web-based forms that are designed to be user-friendly for people with various types of disabilities. • Actively promote the availability and accessibility of these complaint mechanisms through various channels (e.g., the Shire website, public meetings, and community bulletin boards) to ensure that all community members are aware of how to voice their concerns.	Ongoing Ongoing Ongoing	Chief Executive Officer
Provide Grievance and Satisfaction Survey Forms in Accessible Formats	• Ensure that all forms related to the grievance mechanism process, including outcome satisfaction surveys, are available in multiple formats (e.g., braille, large print, audio, electronic text) upon request. • Promote the availability of these alternative format forms alongside the standard forms to affirm the Shire's commitment to inclusivity and to	As required	Chief Executive Officer

	encourage feedback from all community members, particularly those with disabilities.		
--	--	--	--

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
Engage People with Disabilities in the Development and Review of DAIP and Other Planning Processes	- Utilise a variety of consultation mediums to actively seek input from people with disabilities, including focus groups, one-on-one interviews, and accessible surveys, ensuring that these methods accommodate different types of disabilities. - Maintain and regularly update a register of individuals who are interested in providing feedback on access and inclusion issues. This register will facilitate targeted outreach during consultations to ensure diverse viewpoints are gathered.	Ongoing	Chief Executive Officer
Ensure Accessibility of Consultative Process Documentation	Guarantee that all consultative process materials, such as agendas, minutes, and other relevant documents, are readily available in alternative formats upon request (e.g., Braille, large print, audio, electronic text) to accommodate the needs of people with disabilities.	Ongoing	Chief Executive Officer

	Consistently publish all consultation materials on the Shire's website in accessible formats and ensure that the website itself adheres to current accessibility standards (e.g., WCAG guidelines) so that these documents are easily navigable and usable for individuals with disabilities.		
--	---	--	--

Outcome 7: People with disability have the same opportunities as other people to obtain and maintain employment with Shire of Three Springs.			
Strategy	Task	Task Timeline	Responsibility
Implement Inclusive Recruitment Practices	- Adapt job advertisements to be visually accessible by using a minimum font size of 12 and an easily readable font type to accommodate those with visual impairments. - Include a prominent Equal Employment Opportunity statement in all recruitment materials to reinforce the Shire's commitment to diversity and inclusion. - Ensure all job interviews and related recruitment events are held in venues that are fully accessible to people with various disabilities, thereby removing physical barriers to participation.	Ongoing	Chief Executive Officer

Improve methods of attracting, recruiting and retaining people with disability.	• Ensure flexibility when developing job descriptions. • Seek to provide flexibility in working hours and the ability to work from home if the tasks are conducive to the practice.	Ongoing	Chief Executive Officer
Collaborate with Disability Employment Services to employ a person with disability.	• Actively promote job openings through Disability Employment Service (DES) providers to target job seekers with disabilities effectively. • Evaluate and utilise available financial incentives for employing individuals with disabilities, such as wage subsidies or grants for workplace modifications. • Determine the necessary 'reasonable adjustments' to workplace practices and environments to support the employment of people with disabilities, ensuring compliance with the Disability Discrimination Act.	As required	Chief Executive Officer