



SHIRE OF YORK

**MINUTES OF THE ACCESS &
INCLUSION ADVISORY COMMITTEE
HELD ON 24 JANUARY 2018
COMMENCING AT 3.05PM
IN COUNCIL CHAMBERS
YORK TOWN HALL, YORK**

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SHIRE OF YORK

THE ACCESS & INCLUSION ADVISORY COMMITTEE
HELD ON WEDNESDAY, 24 JANUARY 2018, COMMENCING
AT 3.05PM IN COUNCIL CHAMBERS, YORK TOWN HALL, YORK

1. OPENING

1.1 Declaration of Opening

Executive Manager, Corporate & Community Services, Suzie Haslehurst declared the meeting open at 3.05pm.

1.2 Election of Chairperson

Nominations where called for the Election of a Chairperson.

Cr Denese Smythe nominated Ms Bev Penny for Chairperson.

Ms Bev Penny accepted the nomination and was declared Chairperson unopposed.

1.3 Election of Deputy Chairperson

Nominations where called for the Election of a Deputy Chairperson.

Ms Heather Bates nominated Cr Denese Smythe for Deputy Chairperson.

Cr Denese Smythe accepted the nomination and was declared Deputy Chairperson unopposed.

At the conclusion of the Elections Ms Bev Penny took the Chair at 3.17pm.

2. ATTENDANCE

2.1 Members

*Ms Bev Penny, Chairperson; Cr Denese Smythe, Deputy Chairperson;
Ms Liz Christmas, Community Representative; Ms Rosemary Parker, Community
Representative; Ms Wendy Hoare, Essential Personnel; Ms Heather Bates, Alzheimers
Australia; Cr Jane Ferro*

2.2 Staff

*Suzie Haslehurst, Executive Manager Corporate & Community Services;
Helen D'Arcy-Walker, Council and Executive Support Officer*

2.3 Apologies

Ms Carolyn Robinson, Senses Australia; Paul Martin, Chief Executive Officer

3. **CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS**
Nil – this is the first meeting of the Access & Inclusion Advisory Committee
4. **ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION**
Nil
5. **PRESENTATIONS**
Nil
6. **OFFICER'S REPORTS**

SY001-01/18 (AIAC) – Development of a Disability Access and Inclusion Plan 2018-2023

FILE REFERENCE: OR.CMA.9.1
APPLICANT OR PROPONENT(S): Shire of York
AUTHORS NAME & POSITION: Suzie Haslehurst – Executive Manager, Corporate and Community Services
RESPONSIBLE OFFICER: Suzie Haslehurst – Executive Manager, Corporate and Community Services
PREVIOUSLY BEFORE COUNCIL: Nil
DISCLOSURE OF INTEREST: Nil
APPENDICES: A. Shire of York DAIP 2013-18

Nature of Council's Role in the Matter:

- Executive

Purpose of the Report:

This report provides the Access and Inclusion Advisory Committee with a proposed project plan for the preparation of the Shire of York Disability Access and Inclusion Plan 2018 – 2023 for consideration and recommendation to Council.

Background:

In accordance with the *Disability Services Act 1993 (amended 2004)*, public authorities are required to develop and implement a Disability Access and Inclusion Plan (DAIP) that identifies barriers to access and to propose solutions to ensure equitable access to services and facilities for people with disabilities. The Shire of York adopted its current DAIP 2013-18 on 18 February 2013. This is attached at Appendix A to this report.

Council established an Access and Inclusion Advisory Committee to oversee the development of the Shire's new DAIP and to provide input into matters relating to access and inclusion within the Shire.

Officers have drafted a project plan for the development of the Shire's DAIP 2018-2023 for the Committee's consideration and recommendation to Council.

Comments and details:

Local Government Requirements

When developing or reviewing the DAIP, a local government is required to:

- meet the seven Standards in Schedule 3 of the *Disability Services Regulations 2013*
- take all practicable measures to ensure that the plan is implemented by the local government, its officers, employees, and relevant agents and contractors review its plan at least every five years
- undertake public consultation, as specified in the regulations, when preparing, reviewing or amending its plan
- communicate the review or amended plan to its employees and the community through the methods specified in the *Disability Services Regulations 2013*
- lodge review reports, amended plans or new plans (after following consultative process required by legislation in relation to amended or new plans) with the Disability Services Commission.

- Report to the Commission by 4 July each year about:
 - Progress made by the Local Government in achieving the desired outcomes in Schedule 3 of the regulations
 - Progress made by any agents and contractors of the local government in achieving the desired outcomes in Schedule 3 of the regulations
 - The strategies used by the local government to inform its agents and contractors about its plan
- Report in its Annual Report about the implementation of its plan.

Desired Outcomes of a DAIP

Schedule 3 of the *Disability Services Regulations 2013* states the seven desired outcomes of a DAIP:

1. People with disability have the same opportunities as other people to access the services of, and any events organised by, a public authority.
2. People with disability have the same opportunities as other people to access the buildings and other facilities of a public authority.
3. People with disability 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.
4. People with disability 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.
5. People with disability have the same opportunities as other people to make complaints to a public authority.
6. People with disability have the same opportunities as other people to participate in any public consultation by a public authority.
7. People with disability have the same opportunities as other people to obtain and maintain employment with a public authority.

Key elements of a Disability Access and Inclusion Plan

A Disability Access and Inclusion Plan (DAIP) should be a clearly written document that outlines how a public authority is ensuring that people with disability have access to its functions, facilities and services.

Plans will vary according to the functions and services provided by each authority and the needs of the consumers of the services. However, each plan should contain some basic elements.

A DAIP should include:

- a policy statement that incorporates a commitment to furthering the principles and objectives applicable to people with disability, their families and carers by achieving the desired outcomes
- a policy and procedures regarding the Act's requirements around agents and contractors
- an outline of the authority's functions, facilities and services, (including inhouse and contracted services)
- a description of the consultation process with people with disability and staff used to assist in the preparation of the plan

- identification of barriers experienced by people with disability in accessing services strategies designed to progress towards achieving the seven desired outcomes for people with disability
- dates for achievement of the proposed strategies
- a strategy to communicate the plan to staff and people with disability
- a mechanism by which people with disability can provide feedback
- a method to monitor, measure and review results so that the effectiveness of the plan can be evaluated.

Proposed Project Plan to Develop a new DAIP

A proposed project plan and timeline for the development of the Shire of York Disability Access and Inclusion Plan 2018-2023 is provided below.

STAGE ONE: INCEPTION	
Inception meeting with AIAC - 24 January 2018	<ul style="list-style-type: none"> ▪ Agenda distributed (19 January 2018) ▪ Guidelines for the development of a DAIP ▪ Project Plan ▪ Review of Markyt Community Survey, Age-Friendly Plan etc ▪ Agreed consultation points and methods
STAGE TWO: CONSULTATION AND ENGAGEMENT ON DAIP PRIORITIES	
Market and promote community workshops	<ul style="list-style-type: none"> ▪ Community News (31 January 2018) ▪ Media Release, Posters, Website (12 February) ▪ Email reminder (21 February) ▪ Telephone follow-up (26 February) ▪ Social Media (26 February)
Prepare materials for consultation	<ul style="list-style-type: none"> ▪ 12-28 February 2018
Community Workshops	<ul style="list-style-type: none"> ▪ Thursday 1 March 2018 ▪ Venue tbc
STAGE THREE: DEVELOPMENT OF DAIP	
Development of Draft DAIP	<ul style="list-style-type: none"> ▪ First Draft (9 March 2018) ▪ Consultation with EMG and other relevant staff) ▪ Amendments as required (13 March)
AIAC Meeting - 21 March 2018	<ul style="list-style-type: none"> ▪ Distribute agenda (14 March) ▪ Consider draft DAIP ▪ Provide feedback
Council Concept Forum - 3 March	<ul style="list-style-type: none"> ▪ Brief Council on feedback received from consultations and introduce draft DAIP
STAGE FOUR: ADOPTION AND SUBMISSION	
Council meeting (April) - 23 April 2018	<ul style="list-style-type: none"> ▪ Submit to Council Meeting (agenda close 5 April 2018) ▪ Endorse for the purposes of public advertising (23 April)
Public Advertising	<ul style="list-style-type: none"> ▪ Community News (24 April 2018) ▪ Media Release, Posters, Website (27 April) ▪ Closing date for submissions – 4 weeks (23 May)
AIAC Meeting - 6 June 2018	<ul style="list-style-type: none"> ▪ Distribute agenda (30 May 2018) ▪ Consider feedback and final amended DAIP ▪ Recommend to Council

Council Meeting (June) - 25 June 2018	<ul style="list-style-type: none"> ▪ Agenda close 7 June 2018 ▪ Adoption and request submission to Disability Services Commission
Make publicly available	<ul style="list-style-type: none"> ▪ Submit adopted Plan to DSC by 4 July 2018 ▪ Upload to Shire website ▪ Media release

Options:

The Committee could recommend to Council that a further period of consultation is undertaken. However, targeted workshops are proposed to provide input into the development of the draft Plan which will then be publicly advertised for comment and feedback. In addition, it is anticipated that the members of the Committee will use their networks, knowledge and experience to ensure the plan is drafted in accordance with the needs of people with a disability in the community.

Implications to consider:

• Consultative

One of the integral requirements of the DAIP is community consultation. The amendments to the *Disability Services Act (1993, amended 2004)* now make community consultation mandatory.

The **minimum** requirements are that public authorities must call for submissions regarding DAIPs "either generally or specifically in:

- the local area newspaper or printed media
- on the authority's website".

The Shire's Community Perceptions (Markyt) Survey undertaken early in 2017 identified footpaths and cycleways as the priority for improvement to allow mobility for seniors and people with a disability.

The Age-Friendly Community Plan adopted in 2017 identifies the following priorities that are relevant to the development of the Shire's DAIP:

- Provision of medical services
- Maintain and improve HACC services
- Access to public toilets
- Accessible seating in public areas
- Review and potential increase of ACROD parking in the CBD
- Footpath maintenance and upgrades
- Accessibility of Council Chambers
- Access to information

• Strategic

Theme 1: A Place to Live

1.4 There are few barriers to people moving safely, freely and easily around the town of York and rural townships and to other communities.

1.5 Health, disability and family support services are accessible and locally provided wherever possible.

Theme 4: Built for Resilience

4.6 The town of York has a network of well-maintained and well-integrated, safe and reliable, roads, footpaths and cycle paths.

4.8 The town of York and other Shire communities have adequate public health services which are managed in a sustainable way.

- **Policy related**

G2.9 Community Engagement and Consultation

- **Financial**

Financial implications of the proposed risk mitigation strategies are presented to Council as they emerge and will inform the annual budget process.

- **Legal and Statutory**

Disability Services Act 1993

28. Disability access and inclusion plans

- (1) *Each public authority must have a disability access and inclusion plan to ensure that in so far as its functions involve dealings with the general public, the performance of those functions furthers the principles in Schedule 1 and meets the objectives in Schedule.*
- (2) *A disability access and inclusion plan must meet any prescribed standards.*
- (3) *A public authority must lodge its disability access and inclusion plan with the Commission —*
 - (a) *if the authority was established before the commencement of the Disability Services Amendment Act 2004, without delay;*
 - (b) *if the authority is established after the commencement of the Disability Services Amendment Act 2004, within 12 months after the day on which it is established.*
- (4) *A public authority may amend its disability access and inclusion plan at any time.*
- (5) *A public authority may review its disability access and inclusion plan at any time.*
- (6) *After reviewing its disability access and inclusion plan, a public authority must lodge a report of the review with the Commission in accordance with subsection.*
- (7) *Not more than 5 years is to elapse —*
 - (a) *between the day on which a public authority first lodges its disability access and inclusion plan with the Commission and the day it lodges a report of a review of the plan with the Commission; or*
 - (b) *between the lodgement of the report of one review of a plan and the lodgement of the report of another review of the plan.*
- (8) *After reviewing its disability access and inclusion plan, a public authority may amend the plan or prepare a new plan.*
- (9) *If at any time a public authority amends its disability access and inclusion plan or prepares a new plan, whether after a review or not, it must lodge the amended or new plan with the Commission as soon as practicable after doing so.*
- (10) *A public authority must undertake public consultation in accordance with the procedure specified in the regulations when preparing, reviewing or amending a disability access and inclusion plan.*

Disability Services Regulations 2004

10. Procedure for public consultation by authorities (s. 28)

(1) For the purposes of section 28(10) of the Act, a public authority is to undertake consultation in relation to its disability access and inclusion plan by calling for submissions either generally or specifically —

- (a) by notice in a newspaper circulating throughout the State or, in the case of a local government, the district of that local government under the Local Government Act 1995; and
- (b) on any website maintained by or on behalf of the public authority.

(2) Nothing in subregulation (1) prevents a public authority from also undertaking any other consultation.

Local Government Act 1995

The Access and Inclusion Committee is established under Part 5 – Division 2 (Subdivision 2) of the *Local Government Act 1995 – Committees and their meetings*. No authority is delegated to the Committee and all recommendations made by the Committee will be brought to Council for decision.

- **Risk related**

Should the Shire fail to develop a new plan or review its current plan, it will be in breach of Section 28 (7) of the *Disability Services Act 1993*. The development of a new plan mitigates this risk.

- **Workforce Implications**

The Executive Manager, Corporate and Community Services is responsible for this project which will be undertaken within current resources.

Absolute Majority Required: **No**

COMMITTEE RESOLUTION 010118 AIAC

Moved: Cr Smythe

Seconded: Cr Ferro

“That the Access and Inclusion Advisory Committee recommends that Council endorses the Project Plan for the development of the Shire of York DAIP 2018-2023 as contained within this report with minor date changes as discussed.”

7. QUESTIONS FROM MEMBERS WITHOUT NOTICE

General discussion was held regarding the inclusion of Outcome 7 into the Disability Access and Inclusion Plan (DAIP) 2013 – 2018.

8. NEXT MEETING

The next Access & Inclusion Advisory Committee Meeting will be held on Tuesday, 20 March 2018 at 10.00am in Council Chambers, York Town Hall, York

9. CLOSURE

The Chairperson thanked everyone for their attendance and closed the meeting at 4.10pm.

Shire of York

Disability Access and Inclusion Plan (DAIP) 2013 – 2018

This plan is available in alternative formats such as large print, electronic format (disk or emailed), audio or Braille, on request.

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Acknowledgements

The Shire of York 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 Wheatbelt & Family Support Association Inc, Shire staff and individual community members.

Background

The Shire of York

The Shire of York is located in the South Eastern Wheatbelt, approximately 97km's east of Perth and covers an area of 2,010 square kilometres.

Major industries are agriculture, including wheat, sheep, light industry, hay processing, olive oil processing and tourism.

The major town, York, is located on the Great Southern Highway with a Shire population of approximately 3,500. York is experiencing growth due to the movement of retirees and other mature-aged people to the area. The town was established in the late 19th century and has retained some heritage-listed public buildings from this period.

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

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

Services to property: construction and maintenance of Shire-owned buildings roads, footpaths and cycle facilities; land drainage and development; waste collection and disposal; litter control and street cleaning; planting and caring for street trees; numbering of buildings and lots; street lighting; and bush fire control.

Services to the community: provision and maintenance of playing areas, parks, gardens, reserves and facilities for sporting and community groups; management of recreation centre and pool; public library and information services; youth services and community events.

Regulatory services: planning of road systems, sub-divisions and town planning schemes; building approvals for construction, additions or alterations to buildings; environmental health services and ranger services, including dog control and the development, maintenance and control of parking.

General administration: the provision of general information to the public and the lodging of complaints and payment of fees including rates and dog licences.

Processes of government: ordinary and special Council and committee meetings; electors' meetings and election of Council Members; ward meetings and community consultations.

People with disabilities in the Shire of York

It is estimated that there are around 500 people with disabilities living within the Shire, 20.6% of the permanent population of 2,500 (the Australian Bureau of Statistics (ABS) Survey of Disability, Ageing and Carers (2003) estimate that 20.6% of Australians identify themselves as having some form of disability). The influx of retirees will increase this number as according to the ABS survey, 50% of people aged over 60 identified themselves as having a disability. The seasonal influx of tourists, including tourists with a disability, must also be considered.

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 disabilities 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.

Progress since 1995

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

Since the adoption of the initial DSP, the Shire has implemented many initiatives and made significant progress towards better access. Some of these are highlighted in Appendix 1 under the relevant key outcome headings of the 1995 - 2007 DSP.

Access and Inclusion Policy Statement

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

The Shire of York 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 disabilities, providing them with the same opportunities, rights and responsibilities as other people in the community.

The Shire of York:

- recognises that people with disabilities 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 disabilities, their families and carers should be supported to remain in the community;
- is committed to consulting with people with disabilities, 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 disabilities; and
- is committed to achieving the six desired outcomes of its DAIP. These are:
 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 other people to access the buildings and other facilities of the relevant public authority.
 3. 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.

Review of the Disability Access & Inclusion Plan 2007 - 2012

Responsibility for the planning process

The Manager Health / Building has responsibility to oversee the development, implementation, review and evaluation of the plan. The final plan is endorsed by Council and it is the responsibility of all officers to implement the relevant actions.

Community consultation process

In 2012, the Shire undertook to review its Disability Service Plan (DSP) consult with key stakeholders and review the previous DAIP to guide further improvements to access and inclusion.

The process included:

- examination of the 2007 - 2012 DSP and subsequent progress reports 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) set out the minimum consultation requirements for public authorities in relation to Disability Access and Inclusion Plans (DAIP's). Local Governments must call for submissions (either general or specific) by notice in a newspaper circulating in the Local Government area or on any website maintained by or on behalf of the Local Government. Other mechanisms may also be used. The following consultation methods were used:

- In April 2012 the community was informed through the local newspaper, public notice boards, a survey and Shire's website that the Shire was reviewing the existing DAIP to address barriers to access for people with disabilities and their families. They were invited to provide input either in writing, by telephone, in person or attend a community consultation meeting.
- A questionnaire was made available at the post office, library, shire office and on the Shire's website in February 2012. This invited people to identify any barriers under each of the six desired outcomes for a DAIP. Eight completed questionnaires were received.
- A meeting was held in February 2012 with Elected Members of Council and Shire employees to gain feedback on barriers and strategies to address them.
- A public meeting was held in May 2012 with 8 people, including people with disabilities, their families and representatives of disability organisations, to discuss barriers to access and potential solutions to overcoming barriers and enhancing inclusion in the community.
- Individual Shire employees made contact with several people to discuss the barriers to services and facilities. An inspection of paths, ramps and barriers in the York Town site was undertaken.

Findings of the consultation

The review and consultation found that most of the initial objectives in the second DSP had been achieved and that a reviewed plan was required to address existing access barriers. It should also reflect legislative and regulatory changes such as striving for inclusion and access beyond the minimum compliance of the standards.

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

Access Barriers

The access barriers identified in the consultation process were:

- Shire policy to guide and inform access and inclusion activities may not reflect contemporary values and practice.
- Processes of the Shire may not be as accessible as possible.
- Suitable parking for people with disabilities 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 disabilities.
- Staff may be uninformed or lacking in confidence to adequately provide the same level of service to people with disabilities.
- People with disabilities may not be aware of consultation opportunities with the Shire.
- Improvements were noted to be required in pathways in the York Central Business District.

These barriers informed the development of strategies in the DAIP. The barriers have been prioritised in order of importance, which assists in setting timeframes for the completion of strategies to overcome those access barriers.

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, employees, agents and contractors.

Communicating the plan to staff and people with disabilities

- In December 2012 copies of the draft reviewed DAIP were sent to all those who contributed to the planning process. In February 2013 the plan was finalised and formally endorsed by Council.
- The community will be informed through the local media (newspaper and radio) that copies of the plan are available upon request and in alternative formats if required, including hard copy in standard and large print, electronic format, audio format on cassette or CD, by email and on the Shire's website.
- As plans are amended Shire staff and the community will be advised of the availability of updated plans, using the above methods.

Review and evaluation mechanisms

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

Monitoring and Reviewing

The 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.

- The Shire's DAIP will be reviewed and submitted to the Disability Services Commission in 2013. The report will outline what has been achieved under the Shire's DAIP 2007 -2012.

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

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

Strategies to improve access and inclusion

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

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

Strategy	Timeline
Ensure that people with disabilities are consulted on their needs for services and the accessibility of current services.	Complete April 2012
Monitor Shire services to ensure equitable access and inclusion.	ongoing
Improve access to the information in the library. Delivery service, audio books, personal service, large print.	Complete April 2012
Develop the links between the DAIP and other Shire plans and strategies.	December 2013
Ensure that events, whether organised or funded, are accessible to people with disabilities.	ongoing

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

Strategy	Timeline
Ensure that all buildings and facilities meet the standards for access and any demonstrated additional need.	June 2017
Ensure that all new or redevelopment works provide access to people with disabilities, where practicable.	ongoing
Ensure that ACROD parking meets the needs of people with disabilities in terms of quantity and location.	July 2015
Advocate to local businesses and tourist venues the requirements for and benefits flowing from the provision of accessible venues.	December 2013
Ensure that all recreational areas are accessible.	December 2013

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.

Strategy

Timeline

Strategy

Timeline

Ensure that the community is aware that Shire information is available in alternative formats upon request.	December 2013
Improve staff awareness of accessible information needs and how to provide information in other formats.	ongoing
Budget for and provide interpreters to significant events on request.	June 2014
Ensure that the Shire's website meets contemporary good practice.	June 2014

Outcome 4: People with disabilities receive the same level and quality of service from the employees of a public authority as other people receive from the employees of that public authority.

Strategy

Timeline

Ensure that all employees, existing and new, and Elected Members are aware of disability and access issues and have the skills to provide appropriate services.	December 2013
Improve community awareness about disability and access issues.	December 2013

Outcome 5: People with disabilities have the same opportunities as other people to make complaints to a public authority.

Strategy

Timeline

Ensure that grievance mechanisms are accessible for people with disabilities and are acted upon.	ongoing
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Outcome 6: People with disabilities have the same opportunities as other people to participate in any public consultation by a public authority.

Strategy

Timeline

Ensure that people with disabilities are actively consulted about the DAIP and any other significant planning processes.	ongoing
Ensure that people with disabilities are aware of and can access other established consultative processes.	ongoing

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

Strategy

Timeline

Ensure all new Council public buildings are accessible and able to be occupied by employees who may be potentially disabled.	ongoing
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Appendix 1

Progress since 1995 - 2012 under the Disability Service Plans

1. Existing functions, facilities and services are adapted to meet the needs of people with disabilities.

- An integration strategy including awareness training for Council officers was developed and implemented.
- Talking books were relocated to one specific, clearly signed location in the library.
- A priority bin service was developed to assist people who are unable to move their bin to and from the kerbside.

2. Access to buildings and facilities has been improved.

- Improved access was provided to the new Administration building, including a ramp.
- Automatic doors were fitted to Council / Library entrance.
- Unisex accessible public toilets were built in town centre and at swimming pool.
- Footpaths in the main street were upgraded and kerb ramps installed.

3. Information about functions, facilities and services is provided in formats which meet the communication needs of people with disabilities.

- Information was made available in alternative formats on request.

4. Employee awareness of the needs of people with disabilities and skills in delivering services is improved.

- Shire employees received disability awareness training.

5. Opportunities are provided for people with disabilities to participate in public consultations, grievance mechanisms and decision-making processes.

- Lift installed to facilitate access to Council meetings.
- Municipal election voting was held in accessible buildings.

Shire of York

Disability Access and Inclusion Plan

Implementation Plan 2013 - 2018

Implementation Plan

The Implementation Plan details the task, timelines and responsibilities for each broad strategy to be implemented in 2013-2018 to progress the strategies of the DAIP.

It is intended that the Implementation Plan will be updated annually to progress the achievement of all the strategies over the duration of the five year plan.

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

Strategy	Task	Task Timeline	Responsibility
Ensure that people with disabilities are consulted on their need for services and the accessibility of current services.	<ul style="list-style-type: none"> Develop consultation guidelines for all future reviews of services. 	December 2013	Health & Building
Monitor Shire services to ensure equitable access and inclusion.	<ul style="list-style-type: none"> Conduct systematic reviews of the accessibility of services. Rectify identified barriers and provide feedback to consumers. 	December 2013	Disability Access Committee
Develop links between the DAIP and other Shire plans and strategies.	<ul style="list-style-type: none"> Incorporate the objectives and strategies of the DAIP into the Shire's existing planning processes, particularly the Strategic Plan. 	December 2013	All managers
Ensure that events, whether provided or funded, are accessible to people with disabilities.	<ul style="list-style-type: none"> Ensure all events are planned using the Accessible Events checklist. 	February 2013	All managers
Improve access to the information in the library.	<ul style="list-style-type: none"> Provide large print books for relevant community members. 	February 2013	Manager of Library Services
Ensure ongoing training of Shire staff on disability awareness.	<ul style="list-style-type: none"> Arrange disability awareness training when required. 	December 2017	Manager Health & Building

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

Strategy	Task	Task Timeline	Responsibility
Ensure that all buildings and facilities meet the standards for access and any demonstrated additional need.	<ul style="list-style-type: none"> Identify access barriers to buildings and facilities. Prioritise and make a submission to Council to commence work on rectifying identified barriers. 	December 2017	Manager Health & Building, Manager Works & Services.
Ensure that all new or redevelopment works provide access to people with disabilities, where practicable.	<ul style="list-style-type: none"> Ensure that the legal requirements for access are met in all plans for new or redeveloped buildings and facilities. Ensure that no development application is signed off without a declaration that it meets the legal requirements. Ensure that key staff are trained and kept up to date with the legal requirements. 	Ongoing	Manager Health & Building, Senior Building Surveyor, Manager Planning Services, Manager Works & Services.
Ensure that ACROD parking meets the needs of people with disabilities in terms of quantity and location.	<ul style="list-style-type: none"> Undertake an audit of ACROD bays and implement a program to rectify and non-compliance. Consider the need for additional bays at some locations. 	December 2013	Manager Works & Services.
Conduct audit of footpaths and kerb ramps.	<ul style="list-style-type: none"> Provide costing for footpath and kerb repairs for Council consideration. 	May 2014	Manager Works & Services.
Inaccessible front counter for administration office.	<ul style="list-style-type: none"> Make submission to Council to commence work on administration front counter. 	May 2014	Manager Health & Building.
Advocate to local business and tourist venues the requirements for, and benefits flowing from, the provision of accessible venues.	<ul style="list-style-type: none"> Provide information (available on the DSC website), on the needs of people with disabilities and of legal requirements and best practice. Promote access to business. Make access information available on the Shire's website. 	Ongoing	Manager Health & Building.
Ensure that all recreational areas are accessible.	<ul style="list-style-type: none"> Conduct audit of Shire pool, Community Hall and playground. Develop and implement a program of progressive upgrade. 	December 2017	Manager Health & Building.

Outcome 3: People with disabilities receive information from the Shire of York 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.	<ul style="list-style-type: none"> Ensure that all documents carry a notation that it is available in alternative formats. Publicise the availability of other formats in the local newspaper. 	December 2017	All managers
Improve employee awareness of accessible information needs and how to provide information in other formats.	<ul style="list-style-type: none"> Make State Government Access Guidelines for Information, Services and Facilities guidelines available on the Shire employee intranet site. Train employees in providing accessible information, arrange training. 	December 2016 December 2016	Deputy Chief Executive Officer
Ensure that the Shire's website meets contemporary good practice.	<ul style="list-style-type: none"> Redevelop website to ensure it complies with the W3C web content guidelines. 	December 2016	Executive Support Officer
Budget for and provide interpreters to significant events on request.	<ul style="list-style-type: none"> Make budget provision for interpreters and advertise the availability of the service. 	June 2013	Deputy Chief Executive Officer

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

Strategy	Task	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"> Determine training needs of employees and conduct training as required. 	June 2016	Deputy Chief Executive Officer
Improve community awareness of disability and access issues.	<ul style="list-style-type: none"> Develop strategies for inclusion in the 2013 Implementation Plan. 	December 2013	Deputy Chief Executive Officer

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

Barrier	Action	Task Timeline	Responsibility
Ensure that grievance mechanisms are accessible for people with disabilities and are acted upon.	<ul style="list-style-type: none"> Review current grievance mechanisms and implement any recommendations. Develop other methods of making complaints, such as web-based forms. Promote accessible complaints mechanisms to the community. 	<p>May 2014</p> <p>May 2016</p> <p>May 2015</p>	Deputy Chief Executive Officer

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

Strategy	Task	Task Timeline	Responsibility
Ensure that people with disabilities are actively consulted about the DAIP and any other significant planning processes.	<ul style="list-style-type: none"> Consult people with disabilities in a range of different consultation mediums, eg focus group, interviews, surveys. Develop a register of people to provide comment on access and inclusion issues. 	<p>December 2014</p> <p>December 2014</p>	Manager Health & Building
Ensure that people with disabilities are aware of and can access other established consultative processes.	<ul style="list-style-type: none"> Ensure agendas, minutes and other documents are available on request in alternative formats and are published on the Shire's website. Install an audio loop in Council Chambers in next refurbishment 	<p>December 2014</p> <p>December 2017</p>	Executive Support Officer, Manager Health & Building.

Outcome 7: People with disabilities have the same opportunities as other people regarding employment practices (recruitment and retention) by a public authority (subject to future planned amendment of the Disability Services Act?).

Barrier	Action	Task Timeline	Responsibility
Ensure all new Council public buildings are accessible and able to be occupied by employees who may be potentially disabled.	<ul style="list-style-type: none">o Check new building permits.	Ongoing	Manager Health & Building

DEVELOPMENT OF SHIRE OF YORK DAIP 2018-23

STAGE	DESCRIPTION	TIMELINE (2018)
Stage one: Inception	Inception meeting with AIAC - 24 January 2018	<ul style="list-style-type: none"> Agenda distributed (19 January) Guidelines for the development of a DAIP, Model DAIPs Project Plan Review of Markyt Community Survey, Age-Friendly Plan etc Agreed consultation points and methods
Stage two: Consultation and Engagement	Market and promote community workshops	<ul style="list-style-type: none"> Community News (31 January) Media Release, Posters, Website (12 February) Email reminder (21 February) Telephone follow-up (26 February) Social Media (26 February)
	Prepare materials for consultation	<ul style="list-style-type: none"> 12-27 February
	Community Workshops	<ul style="list-style-type: none"> Wednesday 28 February 10am and 5.30pm Balladong Lodge
Stage three: Development of DAIP	Development of Draft DAIP	<ul style="list-style-type: none"> First Draft (9 March) Consultation with EMG and other relevant staff) Amendments as required (13 March)
	AIAC Meeting - 20 March 2017	<ul style="list-style-type: none"> Distribute agenda (13 March) Consider draft DAIP Provide feedback
	Council Concept Forum - 3 April	<ul style="list-style-type: none"> Brief Council on feedback received from consultations and introduce draft DAIP
Stage four: Adoption	Council meeting (April) - 23 April 2018	<ul style="list-style-type: none"> Submit to Council Meeting (agenda close 5 April) Endorse for the purposes of public advertising (23 April)
	Public Advertising	<ul style="list-style-type: none"> Community News (24 April) Media Release, Posters, Website (27 April) Closing date for submissions – 4 weeks (23 May)
	AIAC Meeting - 5 June 2018	<ul style="list-style-type: none"> Distribute agenda (29 May) Consider feedback and final amended DAIP

STAGE	DESCRIPTION	TIMELINE (2018)
		<ul style="list-style-type: none"> Recommend to Council
	Council Meeting (June) - 25 June 2018	<ul style="list-style-type: none"> Agenda close 7 June Adoption and request submission to Disability Services Commission
	Make publicly available	<ul style="list-style-type: none"> Submit adopted Plan to DSC by 4 July Upload to Shire website Media release