

Appendix 1

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"> o 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"> o Conduct systematic reviews of the accessibility of services. o 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"> o 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"> o 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"> o 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"> o 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"> o Identify access barriers to buildings and facilities. o 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"> o Ensure that the legal requirements for access are met in all plans for new or redeveloped buildings and facilities. o Ensure that no development application is signed off without a declaration that it meets the legal requirements. o 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"> o Undertake an audit of ACROD bays and implement a program to rectify and non-compliance. o 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"> o 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"> o 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"> o Provide information (available on the DSC website), on the needs of people with disabilities and of legal requirements and best practice. o Promote access to business. o 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"> o Conduct audit of Shire pool, Community Hall and playground. o 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"> o Ensure that all documents carry a notation that it is available in alternative formats. o 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"> o Make State Government Access Guidelines for Information, Services and Facilities guidelines available on the Shire employee intranet site. o 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"> o 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"> o 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"> o 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"> o 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"> o Review current grievance mechanisms and implement any recommendations. o Develop other methods of making complaints, such as web-based forms. o Promote accessible complaints mechanisms to the community. 	May 2014	Deputy Chief Executive Officer
		May 2016	
		May 2015	

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

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"> ○ Check new building permits. 	Ongoing	Manager Health & Building

Disability Access and Inclusion Plan (DAIP) Progress Reporting 2016-17**Contact details**

Organisation: Shire of York
Contact person: Suzie Haslehurst – Executive Manager, Corporate & Community Services
Phone number: 9641 0505
Email: emccs@york.wa.gov.au

Outcome 1: Services and events

Total number of strategies planned: 6
Number that were highly effective:
Number that were somewhat effective: 4
Number that were ineffective:
Number that were not evaluated:
Number that were not implemented: 3

Achievements for Outcome 1:

In October 2016, Council adopted a comprehensive Community Engagement and Consultation Policy that includes a principle related to access and inclusion.

The Shire conducted a Community Survey during the year which included a question regarding satisfaction with the provision of services and facilities for people with a disability. The Shire of York scored 51 in this area against the industry average performance index score of 54. People aged 55-64 years gave an average score of 41 and people with a disability an average of 47.

Following a changeover of senior staff and an increased focus on delivering events in York, an internal Events Working Group was formed to ensure that all relevant staff are made aware of and provide input into event approvals.

The accessible events checklist is used by the Working Group to assess and approve events in York.

Outcome 2: Buildings and other facilities

Total number of strategies planned: 7
Number that were highly effective: 1
Number that were somewhat effective: 3
Number that were ineffective:
Number that were not evaluated:
Number that were not implemented: 3

Achievements for Outcome 2:

The Shire's engineering, planning and building officers considered access and inclusion principles for all approvals granted and works undertaken during the year. Shire officers worked with a local business to ensure best practice access and inclusion during the redevelopment of a heritage building.

An upgrade to the public toilets in Howick Street saw the installation of ramps and rails to ensure universal access and the footpaths on Macartney and Clifford Streets were upgraded.

An Asset Management Officer was employed by the Shire in January 2017 whose first task was to capture data to inform the development of a Footpath Infill Strategy. This was identified as a priority in the Community Perceptions Survey to enable improved access for all members of the community.

Outcome 3: Information

Total number of strategies planned:	4
Number that were highly effective:	1
Number that were somewhat effective:	
Number that were ineffective:	1
Number that were not evaluated:	
Number that were not implemented:	2

Achievements for Outcome 3:

A new Shire website was commissioned during the year. The scope of works included making the website accessible for people with disabilities. This criterion was considered when selecting the provider and an Accessibility Notice outlines our commitment to providing accessible information. High contrast colour and text size tools are available and users are encouraged to contact the Shire if they encounter any issues.

Outcome 4: Level and quality of service

Total number of strategies planned:	2
Number that were highly effective:	
Number that were somewhat effective:	
Number that were ineffective:	
Number that were not evaluated:	1
Number that were not implemented:	1

Achievements for Outcome 4:

The Shire developed a new website which was launched in April 2017. The website includes an Accessibility Notice and tools to assist people with disabilities.

A skills audit has been undertaken to determine training needs for the 2017/18 financial year which includes disability awareness training.

Outcome 5: Complaints

Total number of strategies planned: 1
Number that were highly effective:
Number that were somewhat effective:
Number that were ineffective:
Number that were not evaluated: 1
Number that were not implemented:

Achievements for Outcome 5:

Council has adopted a comprehensive complaints policy which includes a number of methods of lodging a complaint including telephone, online and in-person.

Outcome 6: Consultation

Total number of strategies planned: 2
Number that were highly effective:
Number that were somewhat effective: 2
Number that were ineffective:
Number that were not evaluated:
Number that were not implemented:

Achievements for Outcome 6:

Both the community survey undertaken by the Shire and several significant projects have included community consultation in a range of mediums to ensure accessibility and the opportunity for people disabilities to respond. Agendas, minutes and other documents are available in alternative formats upon requests and are published on the Shire's website.

Outcome 7: Employment

Total number of strategies planned: 1
Number that were highly effective:
Number that were somewhat effective:
Number that were ineffective:
Number that were not evaluated:
Number that were not implemented: 1

Achievements for Outcome 7:

No new Council buildings were developed during the year.

The Shire met with Localise during the year regarding the outcomes of the Lighthouse Project and as a result, has made contact with Essential Personnel - a disability employment

agency based in Northam. Officers are exploring a Memorandum of Understanding with Essential Personnel to ensure people with disabilities are considered for any employment opportunities that arise at the Shire.

Agents and Contractors

How you informed Agents and Contractors about your DAIP:

Provided a copy of your agency DAIP, Provided a link to the DAIP on your website, Referenced in a contract(s)

How Agents and Contractors report progress of outcomes to you:

Through internal annual progress reporting systems (email, meetings etc.)

Significant DAIP strategies undertaken by your organisation's Agents and Contractors:

N/A

Challenges

Challenges you experienced with strategies that were planned but not implemented:

Budgetary constraints
Staff Turnover

Other information about the challenges your organisation faced:

The past three years have been tumultuous for the Shire of York.

In 2014, a probity audit was conducted by the Department of Local Government and Communities (DLGC). In early 2015, the DLGC appointed a Commissioner for six months. Following the local government elections in October 2015, the DLGC provided intensive induction and governance training with elected members and staff. During this time, three different people fulfilled the role of CEO before a permanent appointment was made in April 2016. The new CEO's first task was to undertake a major strategic review and develop the Shire's Strategic Community Plan for adoption by Council. This was followed by a significant organisational restructure which saw the turnover of a majority of senior staff in the organisation. The new structure has been in place for approximately 6 months with new senior staff occupied with completing projects and initiatives that were previously committed to.

The Shire of York recognises the importance of an integrated and functional DAIP that informs the organisation's activities and responses has resolved to develop a new DAIP which will be undertaken early in 2018. Until then, the Shire of York will continue to work towards achievement of the objectives in its current DAIP.

Access & Inclusion Advisory Committee

- 2 x Councillors - Cr _____
Cr _____
- Community Delegates - 6 x Community representatives including where possible the following representatives;
1 x Disability Services Commission
2 x Service Providers
1 x Health Services
1 x Business owner
1 x Community Organisations
2 x Community representatives
- Chairperson/Deputy Cr _____ (Chairperson)
Deputy Chair to be elected by the working group.
- Officer Responsible - Executive Manager, Corporate & Community Services
- Standing Ex-Officio Members - Chief Executive Officer .
- Executive Manager, Infrastructure & Development Services
- Meeting Schedule - Quarterly and as required
- Meeting Location - Shire of York
- Quorum - 5 members including one Councillor
- Delegated Authority - Nil

FUNCTIONS:

1.0 NAME

The name of the Committee is the Access and Inclusion Advisory Committee.

2.0 DISTRICT/AREA OF CONTROL

Shire of York.

3.0 VISION / PURPOSE

To provide input and advice that will contribute to improvements in access and inclusion in the Shire of York.

Disability Services Regulations 2004

Schedule 3 — Desired outcomes of disability access and inclusion plans

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.*

4.0 STATUTE

Local Government Act 1995

Subdivision 2 — Committees and their meetings

5.8. Establishment of committees

A local government may establish committees of 3 or more persons to assist the council and to exercise the powers and discharge the duties of the local government that can be delegated to committees.*

Disability Services Act 1993

Part 5 — Disability access and inclusion plans by public authorities

27. Application of Part

- (1) *This Part applies to public authorities.*
- (2) *Notwithstanding subsection (1), regulations may declare that this Part does not apply to a specified public authority.*

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.*
- (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).*
- (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 lodgment of the report of one review of a plan and the lodgment 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.*

[Section 28 inserted by No. 57 of 2004 s. 20(1).]

29. Report about disability access and inclusion plan

- (1) *A public authority that has a disability access and inclusion plan must, if required to report under Part 5 of the Financial Management Act 2006, include in such report, a report about the implementation of the plan.*
- (2) *A local government or regional local government that has a disability access and inclusion plan must include in its annual report prepared under section 5.53 of the Local Government Act 1995 a report about the implementation of the plan.*
- (3) *A public authority that —*

(a) has prepared or amended a disability access and inclusion plan in a year ending 30 June; and

(b) is not required to report under subsection (1) or (2),

must make a report about the implementation of the plan to the Commission within 2 months after the end of that year.

- (4) The regulations may prescribe information that must be included in a report under subsection (1), (2) or (3) about the implementation of a disability access and inclusion plan.

[Section 29 inserted by No. 44 of 1999 s. 14; amended by No. 57 of 2004 s. 21; No. 5 of 2005 s. 38; No. 77 of 2006 Sch. 1 cl. 45(4).]

29A. Disability access and inclusion plans to be made available

A public authority that has a disability access and inclusion plan must ensure that the plan is made available to people with disability, and the public generally, by publication in the prescribed manner.

[Section 29A inserted by No. 57 of 2004 s. 22; amended by No. 40 of 2012 s. 10.]

29B. Public authorities to ensure implementation of disability access and inclusion plan

A public authority that has a disability access and inclusion plan must take all practicable measures to ensure that the plan is implemented by the public authority and its officers, employees, agents or contractors.

Disability Services Regulations 2004

Schedule 2 – Standards for Disability Access and Inclusion Plans

7. Standards for disability access and inclusion plans (s. 28)

For the purposes of section 28(5) of the Act, the standards that a disability access and inclusion plan must meet are those specified in Schedule 2.

8. Information in reports about disability access and inclusion plans (s. 29)

For the purposes of section 29(4) of the Act, a report about a disability access and inclusion plan must include information relating to —

- (a) progress made by the relevant public authority and any agents and contractors of the relevant public authority in achieving the desired outcomes specified in Schedule 3; and
- (b) the strategies implemented by the relevant public authority to inform its agents and contractors of its disability access and inclusion plan.

9. Publication of disability access and inclusion plans (s. 29A)

For the purposes of section 29A, a public authority must publish its disability access and inclusion plan in a document that is made available —

- (a) on request, at the offices of the authority —
 - (i) in an electronic format; and
 - (ii) in hard copy format in both standard and large print; and
 - (iii) in an audio format on cassette or compact disc;
- and

(b) on request, by email; and

(c) on any website maintained by or on behalf of the authority,

and notice of which is given 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.

Shire of York Local Government (Council Meetings) Local Law 2016

The provisions of the above local law apply.

5.0 ESTABLISHMENT

Established by Council Resolution on 26 June 2017.

6.0 OBJECTIVES

The purpose of the Committee is to provide input and advice to Council on the development, implementation, review and evaluation of the Shire of York's Disability Access and Inclusion Plan (DAIP) to ensure Council meets its obligations under the *Disability Services Act 1993 (amended 2004)*.

The Committee is to:

- Contribute to the collation and development of information to inform the Council on disability access and inclusion issues in the Shire of York.
- Assist the Shire to engage a broad cross-section of the community in the development and implementation of its DAIP.
- Contribute to the development, implementation and review of the DAIP and projects that contribute to achieving the objectives of the DAIP.
- Make recommendations to Council in relation to disability access and inclusion strategies to overcome barriers in the Shire of York.

7.0 MEMBERSHIP

7.1 General

Council will appoint 2 elected members to the Committee.

7.2 Tenure of Membership

Local Government Act 1995

Part 5 – Division 2

5.11. Committee membership, tenure of

- (1) Where a person is appointed as a member of a committee under section 5.10(4) or (5), the person's membership of the committee continues until —
- (a) the person no longer holds the office by virtue of which the person became a member, or is no longer the CEO, or the CEO's representative, as the case may be; or
 - (b) the person resigns from membership of the committee; or
 - (c) the committee is disbanded; or
 - (d) the next ordinary elections day,

whichever happens first.

- (2) Where a person is appointed as a member of a committee other than under section 5.10(4) or (5), the person's membership of the committee continues until —
- (a) the term of the person's appointment as a committee member expires; or
 - (b) the local government removes the person from the office of committee member or the office of committee member otherwise becomes vacant; or
 - (c) the committee is disbanded; or
 - (d) the next ordinary elections day,
- whichever happens first.

8.0 DELEGATED AUTHORITY

The Reference Group does not have executive powers or authority to implement actions in areas over which the Chief Executive Officer has legislative responsibility and does not have any delegated financial responsibility. Working/Reference Groups require an officer report to be presented to Council for endorsement of any proposed expenditure.

9.0 COMMITTEE

9.1 Chairperson

Members are to elect a Chairperson and Deputy Chairperson from the membership of the Committee.

The Chairperson is _____ and the Deputy Chairperson is _____.

9.2 Secretariat and Note taker

This role is to be fulfilled by Shire Officers.

9.3 Standing Ex-Officio Members

The Chief Executive Officer and Executive Managers will be standing ex-officio members. Other officers or community members may attend meetings as required as determined by the Chief Executive Officer.

10.0 MEETINGS

10.1 Committee Meetings

The Chief Executive Officer will call meetings every three months and as required. Committee meetings will be advertised as per statutory requirements.

10.2 Quorum

Quorum shall be 5 members including 1 Councillor.

10.3 Voting

Local Government Act 1995

Part 5 – Division 2

5.21. Voting

- (1) *Each council member and each member of a committee who is present at a meeting of the council or committee is entitled to one vote.*
- (2) *Subject to section 5.67, each council member and each member of a committee to which a local government power or duty has been delegated who is present at a meeting of the council or committee is to vote.*
- (3) *If the votes of members present at a council or a committee meeting are equally divided, the person presiding is to cast a second vote.*
- (4) *If a member of a council or a committee specifically requests that there be recorded —*
 - (a) *his or her vote; or*
 - (b) *the vote of all members present,*

on a matter voted on at a meeting of the council or the committee, the person presiding is to cause the vote or votes, as the case may be, to be recorded in the minutes.
- (5) *A person who fails to comply with subsection (2) or (3) commits an offence.*

10.4 Minutes

The Chairperson is to ensure that Minutes are kept of the meetings proceedings.

The Meeting Notes may be confirmed by a majority of members present at the meeting in writing via email, after the completion of the meeting. Once the Minutes have been confirmed by members they are to be submitted to the Council Executive Support Officer for inclusion on the Shire's website.

Recommendations requiring Council action arising from the Minutes shall be presented to Council at the next Ordinary Council Meeting or earliest available Council meeting if it is not possible to present the Notes to the next Ordinary Council Meeting.

10.5 Who Acts if No Presiding Member

Local Government Act 1995

Part 5 – Division 2

5.14. Who acts if no presiding member

If, in relation to the presiding member of a committee —

- (a) *the office of presiding member and the office of deputy presiding member are vacant; or*
- (b) *the presiding member and the deputy presiding member, if any, are not available or are unable or unwilling to perform the functions of presiding member,*

then the committee members present at the meeting are to choose one of themselves to preside at the meeting.

10.6 Members Interests to be Disclosed

Members of the Access & Inclusion Advisory Committee are required to declare their financial interests and complete a declaration form where relevant, in accordance with Sections 5.65-5.70 of the *Local Government Act 1995*.

Local Government Act 1995

Part 5 – Division 6

5.65. Members' interests in matters to be discussed at meetings to be disclosed

- (1) A member who has an interest in any matter to be discussed at a council or committee meeting that will be attended by the member must disclose the nature of the interest —
 - (a) in a written notice given to the CEO before the meeting; or
 - (b) at the meeting immediately before the matter is discussed.Penalty: \$10 000 or imprisonment for 2 years.
- (2) It is a defence to a prosecution under this section if the member proves that he or she did not know —
 - (a) that he or she had an interest in the matter; or
 - (b) that the matter in which he or she had an interest would be discussed at the meeting.
- (3) This section does not apply to a person who is a member of a committee referred to in section 5.9(2)(f).

5.66. Meeting to be informed of disclosures

If a member has disclosed an interest in a written notice given to the CEO before a meeting then —

- (a) before the meeting the CEO is to cause the notice to be given to the person who is to preside at the meeting; and
- (b) at the meeting the person presiding is to bring the notice and its contents to the attention of the persons present immediately before the matters to which the disclosure relates are discussed.

[Section 5.66 amended by No. 1 of 1998 s. 16; No. 64 of 1998 s. 33.]

5.67. Disclosing members not to participate in meetings

A member who makes a disclosure under section 5.65 must not —

- (a) preside at the part of the meeting relating to the matter; or
- (b) participate in, or be present during, any discussion or decision making procedure relating to the matter,

unless, and to the extent that, the disclosing member is allowed to do so under section 5.68 or 5.69.

Penalty: \$10 000 or imprisonment for 2 years.

5.68. Councils and committees may allow members disclosing interests to participate etc. in meetings

- (1) If a member has disclosed, under section 5.65, an interest in a matter, the members present at the meeting who are entitled to vote on the matter —
 - (a) may allow the disclosing member to be present during any discussion or decision making procedure relating to the matter; and
 - (b) may allow, to the extent decided by those members, the disclosing member to preside at the meeting (if otherwise qualified to preside) or to participate in discussions and the decision making procedures relating to the matter if —
 - (i) the disclosing member also discloses the extent of the interest; and
 - (ii) those members decide that the interest —
 - (I) is so trivial or insignificant as to be unlikely to influence the disclosing member's conduct in relation to the matter; or
 - (II) is common to a significant number of electors or ratepayers.
- (2) A decision under this section is to be recorded in the minutes of the meeting relating to the matter together with the extent of any participation allowed by the council or committee.
- (3) This section does not prevent the disclosing member from discussing, or participating in the decision making process on, the question of whether an application should be made to the Minister under section 5.69.

5.69. Minister may allow members disclosing interests to participate etc. in meetings

- (1) If a member has disclosed, under section 5.65, an interest in a matter, the council or the CEO may apply to the Minister to allow the disclosing member to participate in the part of the meeting, and any subsequent meeting, relating to the matter.
- (2) An application made under subsection (1) is to include —
 - (a) details of the nature of the interest disclosed and the extent of the interest; and
 - (b) any other information required by the Minister for the purposes of the application.
- (3) On an application under this section the Minister may allow, on any condition determined by the Minister, the disclosing member to preside at the meeting, and at any subsequent meeting, (if otherwise qualified to preside) or to participate in discussions or the decision making procedures relating to the matter if —
 - (a) there would not otherwise be a sufficient number of members to deal with the matter; or
 - (b) the Minister is of the opinion that it is in the interests of the electors or ratepayers to do so.
- (4) A person must not contravene a condition imposed by the Minister under this section.

Penalty: \$10 000 or imprisonment for 2 years.

[Section 5.69 amended by No. 49 of 2004 s. 53.]

5.69A. Minister may exempt committee members from disclosure requirements

- (1) A council or a CEO may apply to the Minister to exempt the members of a committee from some or all of the provisions of this Subdivision relating to the disclosure of interests by committee members.
- (2) An application under subsection (1) is to include —

- (a) the name of the committee, details of the function of the committee and the reasons why the exemption is sought; and
 - (b) any other information required by the Minister for the purposes of the application.
- (3) On an application under this section the Minister may grant the exemption, on any conditions determined by the Minister, if the Minister is of the opinion that it is in the interests of the electors or ratepayers to do so.
- (4) A person must not contravene a condition imposed by the Minister under this section.

Penalty: \$10 000 or imprisonment for 2 years.

[Section 5.69A inserted by No. 64 of 1998 s. 34(1).]

5.70. Employees to disclose interests relating to advice or reports

- (1) In this section —
- employee** includes a person who, under a contract for services with the local government, provides advice or a report on a matter.
- (2) An employee who has an interest in any matter in respect of which the employee is providing advice or a report directly to the council or a committee must disclose the nature of the interest when giving the advice or report.
- (3) An employee who discloses an interest under this section must, if required to do so by the council or committee, as the case may be, disclose the extent of the interest.
- Penalty: \$10 000 or imprisonment for 2 years.