

**SHIRE OF DUMBLEYUNG**

**DISABILITY ACCESS AND INCLUSION PLAN**

**PREVIOUSLY THE DISABILITY SERVICE PLAN**



ADOPTED BY COUNCIL AT THE MEETING HELD 20<sup>TH</sup> JULY 2006

## INTRODUCTION

The Shire of Dumbleyung is a small rural local government authority comprising of an area of 2553 square kilometres with an approximate population of 700 people. Within the shire there are a number of small townsites and localities, namely Dumbleyung, Kukerin, Moulyinning, Nippering and Tarin Rock.

The Shire of Dumbleyung has adopted the following disability access & inclusion plan to ensure that people with disabilities can access council facilities, functions and services. The disability plan is subject to annual review and may be amended and extended as priorities and needs change in the future.

The plan includes:

- ◆ Information on council functions, facilities and services (both in-house and contracted).
- ◆ A policy statement about council's commitment to addressing the issue of access for people with disabilities, their families, carers, disability organisations and relevant community groups.
- ◆ A description of the process used to consult with people with disabilities, their families, carers, disability organisations and relevant community groups.
- ◆ The identification of objectives and strategies to overcome barriers that people with disabilities identified during the consultation process.
- ◆ Dates and the identification of the persons responsible for the proposed strategies.
- ◆ A method of review and evaluation of the plan.
- ◆ Information about how the plan is being communicated to staff and people with disabilities.

## **1. RESPONSIBILITY FOR THE PLANNING PROCESS**

The responsibility for preparing the Disability Access & Inclusion Plan was delegated to the Environmental Health Officer for the Shire of Dumbleyung.

In preparing the Disability Access & Inclusion Plan the Environmental Health Officer consulted with individual councillors when required and relevant people throughout the community to provide input into the preparation of the plan.

## **2. FUNCTIONS, FACILITIES AND SERVICES (BOTH IN-HOUSE AND CONTRACTED) PROVIDED BY THE SHIRE OF DUMBLEYUNG.**

*Services to Property:* construction and maintenance of roads, footpaths and cycle facilities, land drainage and development, waste collection and disposal, litter control, street cleaning, planting and caring for trees, street lighting and bushfire control.

*Services to the Community:* including provision and maintenance of playing areas and reserves, management of the recreation centre and swimming pool, library and information services, environmental health services and engineering services.

*Regulatory Services:* including planning, health, building and ranger services.

*General Administration:* including the provision of general information to the public and the lodging of complaints and payment of rates.

*Processes of Government:* including ordinary and special council and committee meetings, elector meetings and election of council members.

## **3. ACCESS POLICY STATEMENT FOR PEOPLE WITH DISABILITIES, THEIR FAMILIES AND CARERS.**

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

The Shire of Dumbleyung believes that people with disabilities, their families and carers who live in country areas should be supported to remain in the community of their choice.

The Shire of Dumbleyung is committed to consulting with people with disabilities, their families and carers where required, and disability organisations to ensure that barriers to access are addressed properly.

The Shire of Dumbleyung is committed to achieving the following outcomes:

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

Council will endeavour to be adaptable in responding to the barriers experienced by people with various disabilities, including people with physical, sensory, cognitive and psychiatric disabilities.

Council will ensure that all policies and practices that govern the operation of council facilities, functions and services are consistent with council's policy on access.

**Outcome 2: Access to buildings and facilities are improved**

Council will undertake to incorporate the priorities regarding access for people with disabilities, identified during the consultations, into its submission for capital works improvement program. Modifications will commence as funds are made available.

Council will undertake to liaise with developers to increase their awareness of the access requirements of people with disabilities.

**Outcome 3: Information about functions, facilities and services is provided in formats, which will meet the communication requirements of people with disabilities.**

Council will produce all of its information on council facilities, functions and services using clear and concise language.

Council will advise the community that, upon request, information about council facilities, functions and services can be made available in alternative formats, such as large print and audio cassette.

**Outcome 4: Staff awareness of the needs of people with disabilities and skills in delivering advice and services are improved.**

Council will undertake to ensure that staff are aware of the key access needs of residents with disabilities and people with disabilities who visit the local government area in relation to the provision of all services.

Where required, council seek expert advice from the disability field on how to meet the access needs of people with disabilities.

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

Council will ensure that information is available in clear and concise language on how residents can participate in decision making processes, public consultations and grievance mechanisms.

Council will advise the community that this information can be made available in alternative formats upon request.

Council will also undertake to support people with disabilities to attend meetings of council.

#### **4. CONSULTATION PROCESS**

In September and October 1995, the local community was informed through the local newspaper that council was preparing a Disability Services Plan to address and identify barriers that people with disabilities and their families experience in accessing councils functions, services and facilities.

Letters were forwarded to a number of organisations throughout the community advising that council is in the process of preparing a Disability Services Plan. The organisations were given the opportunity to make submissions to council on identifying barriers that people with disabilities experience in accessing council's functions, services and facilities. The organisations contacted included:

- ◆ Country Women's Association
- ◆ Home and Community Care
- ◆ Parents and Citizens Association

Survey forms were distributed to elderly residents in the community via Home and Community Care. Residents were asked to identify any problems they had in using council facilities, services and functions. A total of 10 survey forms were received.

Individual councillors and officers made contact with a number of people living in the community whom they knew personally to discuss barriers they experience in accessing council services and facilities.

**5. OBJECTIVES AND STRATEGIES IDENTIFIED TO OVERCOME BARRIERS**

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

**Objective: Council to adapt services to ensure that they are accessible to people with disabilities.**

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| <b>FUNCTIONS, FACILITIES, SERVICES</b> | <b>BARRIERS</b>   | <b>STRATEGIES</b>  | <b>TIMELINE (COMPLETION DATE)</b> | <b>RESPONSIBILITY</b>                            |
|--|---|--|-----------------------------------|--|
| <i>Services to Property</i>            |   |  |                                   |  |
| Rubbish Removal                        | People with mobility problems unable to bring rubbish bins to kerb side | People with disabilities to be informed that alternative arrangements for removal of rubbish can be made upon request. | 2006/07<br>Ongoing                | Environmental Health Officer / Building Surveyor |

**Outcome 2: Access to buildings and facilities are improved****Objective: Council to ensure that all buildings and facilities are accessible.**

(The relevant Australian Standards will be consulted in the development and implementation of the following stages.)

| <b>FUNCTIONS, FACILITIES, SERVICES</b> | <b>BARRIERS</b>   | <b>STRATEGIES</b>   | <b>TIMELINE (COMPLETION DATE)</b>            | <b>RESPONSIBILITY</b>                               |
|--|---|---|--|---|
| <i>Council Buildings</i>               |   |   |  |   |
| Administration Building                | Front entry to the building not accessible for people in wheelchairs.             | Ramp to be in place at the front entry                                    | Completed with auto sliding doors<br>2003/04 | Environmental Health Officer<br>/ Building Surveyor |
|  | Edge of steps into the building not contrasted for people with visual impairments | Edge of steps to be colour defined for people with visual impairments     | Ramp put in place<br>2003/04                 | Environmental Health Officer<br>/ Building Surveyor |
|  | Entrance to council chambers not accessible for people in wheelchairs             | Ramp to be put in place at entrance to council chambers                   | Completed<br>January 1997                    | Environmental Health Officer<br>/ Building Surveyor |
| Dumbleyung Caravan Park                | Male and female toilet/shower facilities not accessible for people in wheelchairs | Entrances to be modified/ramped to provide wheelchair access.             | Completed<br>October 2001                    | Environmental Health Officer<br>/ Building Surveyor |
| Kukerin Library                        | Entrance not accessible for people in wheelchairs                                 | Ramp to be installed to provide wheelchair access                         | Completed<br>2003/04                         | Environmental Health Officer<br>/ Building Surveyor |
| Kukerin Town Hall                      | Entrance not accessible for people in wheelchairs                                 | Ramp to be installed/entrance to be modified to provide wheelchair access | Completed<br>October 2001                    | Environmental Health Officer<br>/ Building Surveyor |

|                          |   |  |                           |   |
|--------------------------|---|--|---------------------------|---|
| <i>Toilet Facilities</i> |   |  |                           | Environmental Health Officer<br>/ Building Surveyor |
| Dumbleyung Town Centre   | Lack of toilets for people with disabilities – no unisex toilets available for people with disabilities | Modify existing public toilet facilities on Absolon Street to cater for people with disabilities | Completed<br>January 1997 | Environmental Health Officer<br>/ Building Surveyor |
| Kukerin Town Centre      | Lack of toilets for people with disabilities – no unisex toilets available for people with disabilities | Modify existing public toilet facilities on Scaddan Street to cater for people with disabilities | 2006/07                   | Environmental Health Officer<br>/ Building Surveyor |
| Dumbleyung Town Hall     | Lack of toilets for people with disabilities – no unisex toilets available for people with disabilities | Modify/renovate existing toilet facilities to cater for people with disabilities                 | 2007/08                   | Environmental Health Officer<br>/ Building Surveyor |
| Kukerin Town Hall        | Lack of toilets for people with disabilities – no unisex toilets available for people with disabilities | Modify/renovate existing toilet facilities to cater for people with disabilities                 | 2006/07                   | Environmental Health Officer<br>/ Building Surveyor |
| <i>Footpaths</i>         |   |  |                           |   |
| Dumbleyung Town Centre   | Footpaths in town centre uneven in places. No kerb/ramp access from roadway onto footpaths              | Footpath upgrading programme to be prepared and implemented                                      | 2006/07<br>Ongoing        | Manager of Works                                    |
| Kukerin Town Centre      | Footpaths in town centre uneven in places. No kerb/ramp access from roadway onto footpaths              | Footpath upgrading programme to be prepared and implemented                                      | 2006/07<br>Ongoing        | Manager of Works                                    |

**Outcome 3: Information about functions, facilities and services is provided in formats, which will meet the communication requirements of people with disabilities.**

**Objective: All information about Council functions, facilities and services to use clear and concise language and to be made in accessible formats.**

| FUNCTIONS, FACILITIES, SERVICES                            | BARRIERS  | STRATEGIES  | TIMELINE (COMPLETION DATE) | RESPONSIBILITY          |
|--|---|---|----------------------------|-------------------------|
| Applies to all council functions, facilities and services. | <p>Information about all council functions, facilities and services is not written in clear and concise language and not available in formats that are accessible for people with disabilities.</p> <p>This includes information on:</p> <ul style="list-style-type: none"> <li>- Planning</li> <li>- Community, recreational, cultural activities and facilities.</li> <li>- Rubbish removal</li> <li>- Rates notices, annual reports</li> <li>- Council minutes and electoral material</li> </ul> | <p>Council to develop a policy that all information to be made available to the community to be written in clear and concise language.</p> <p>The following formats to be made available on request:</p> <ul style="list-style-type: none"> <li>Large print</li> <li>Audio cassette</li> <li>Computer disc</li> </ul> <p>Council to advise through the local newspaper that information about council services, functions and facilities is available in alternative formats.</p> | 2006/07                    | Chief Executive Officer |

**Outcome 4: Staff awareness of the needs of people with disabilities and skills in delivering advice and services are improved.**

**Objective: Council Officers to be equipped with information and skills to enable them to appropriately provide advice and services to people with disabilities.**

| <b>FUNCTIONS, FACILITIES, SERVICES</b>                     | <b>BARRIERS</b>  | <b>STRATEGIES</b>  | <b>TIMELINE (COMPLETION DATE)</b> | <b>RESPONSIBILITY</b>   |
|--|--|--|-----------------------------------|-------------------------|
| Applies to all council functions, facilities and services. | <p>Council officers not sure how to talk to someone with an intellectual disability.</p> <p>Council officers not sure how to speak to someone with hearing problems.</p> | <p>Key Council officers to have disability awareness training. The Disability Services Commission and relevant organisations to be contacted for assistance in the development of training.</p> <p>Council officers to be targeted include:<br/>           Counter staff<br/>           Engineer<br/>           Environmental Health Officer/Building Surveyor<br/>           Recreation Staff</p> | Ongoing                           | Chief Executive Officer |

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

**Objective: People with disabilities to be assisted to participate in decision making processes, community consultation processes and complaint mechanisms.**

| <b>FUNCTIONS, FACILITIES, SERVICES</b> | <b>BARRIERS</b>  | <b>STRATEGIES</b>  | <b>TIMELINE (COMPLETION DATE)</b> | <b>RESPONSIBILITY</b>   |
|--|--|--|-----------------------------------|-------------------------|
| Processes of Government                | Lack of information about processes of government and how residents can access the decision making process | Council will provide information about planning processes, electoral processes, council meetings and complaint procedures in clear and concise language and will make these available in alternative formats upon request eg<br>Large print<br>Audio cassette<br>Computer disc | Ongoing                           | Chief Executive Officer |
| Municipal Elections                    | Voting booths in buildings not accessible for wheelchairs  | Council to ensure that voting for municipal elections takes place in accessible buildings and that voting booths are modified where required to suit people with disabilities.   | In Place                          | Chief Executive Officer |

## **6. REVIEW AND EVALUATION MECHANISMS**

### **Review and Monitoring**

The Health/Building and Town Planning Committee of Council met every six months in the first year of disability service planning and as required thereafter to review progress on the implementation of the strategies identified in the disabilities service plan.

Prior to 1 September 1996 the committee prepared a report on the implementation of the disability service plan. A status report will be provided to council every subsequent six months. These reports will be formally endorsed by council.

### **Evaluation**

Council will endorse any status reports on the disability planning process to be used in seeking feedback from the community.

Once a year prior to 1 September, council will provide advice to the community regarding the implementation of the disability service plan and seek feedback on the effectiveness of strategies that have been implemented.

In seeking feedback the committee will also look to identify any additional barriers that were not identified in the initial consultation.

The committee will use some of the consultation processes used during the initial consultations including; questionnaires, meetings with people with disabilities and disability organisations and phone ins.

Elected members of council and council officers will also be requested to provide feedback on how well they believe the strategies are working and to make suggestions for improvement.

Plans will be amended based on the feedback received and copies of the amended plan will be made available to the community in alternative formats once endorsed by council.

Following council endorsement, amended plans will be submitted to the Disability Services Commission on an annual basis.

7. **COMMUNICATE THE PLAN TO STAFF AND PEOPLE WITH DISABILITIES**

In December 1995, Council sent copies of the draft disability access & inclusion plan to all those who contributed to the planning process. In December 1995, the plan was finalised and formally endorsed by council.

Council has advised, through the local media, that copies of the plan are available to the community upon request and in alternative formats if required.

Each year as plans are amended both staff and the community will be advised of the availability of updated plans.