



2019-2024 Disability Access and Inclusion Plan

This document is available in alternative formats upon request including cd, audio, on the Shires website and electronic format and in standard & large print.

Introduction

The Dumbleyung Shire is located 267km south east of Perth in the Wheatbelt region of Western Australia. Dumbleyung is known for its grain and livestock production and various biodiversity industries including: cereals, summer crops, oil Mallees, yabbies, emus, poultry and trout. Covering an area of 2551 sq km, the two towns of Dumbleyung and Kukerin service the Dumbleyung Shire which has a population of 605.

The Shire of Dumbleyung has adopted the following disability access & inclusion plan to ensure that people with disability can access council facilities, functions and services. The disability access and inclusion implementation 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 disability, their families, carers, disability organisations and relevant community groups.
- ◆ A description of the process used to consult with people with disability, their families, carers, disability organisations and relevant community groups.
- ◆ The identification of objectives and strategies to overcome barriers that people with disability 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 disability.

Planning for Better Access

The Western Australia Disability Services Act 1993 (amended 2004) requires all Local Governments to develop and implement a Disability Access and Inclusion Plan (DAIP) to ensure that people with disability have equal access to its facilities and services.

Other legislation underpinning access and inclusion includes the Western Australia Equal Opportunity Act (1984) and the Commonwealth Disability Discrimination Act 1992 (DDA), both of which make discrimination on the basis of a person's disability unlawful.

The Shire of Dumbleyung implemented their Disability Access and Inclusion plan from 2007-2012.

Access and Inclusion Policy Statement

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

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

The Shire of Dumbleyung:

- Recognises that people with disability are valued members of the community who make a variety of contributions to local social, economic and cultural life
- Believes that a community that recognises its diversity and supports the participation and inclusion of all of its members makes for a richer community life
- Believes that people with disability, their families and carers should be supported to remain in the community
- Is committed to consulting with people with disability, their families and carers and disability organisations in addressing barriers to access and inclusion
- Will ensure its agents and contractors work towards the desired outcomes in the DAIP
- Is committed to supporting local community groups and businesses to provide access and inclusion of people with disability
- Is committed to achieving the seven desired outcomes of its DAIP.

These are:

1. People with disability have the same opportunities as other people to access the services of, and any events organised by, the Shire of Dumbleyung.
2. People with disability have the same opportunities as other people to access the buildings and other facilities of the Shire of Dumbleyung.
3. People with disability receive information from the Shire of Dumbleyung in a format that will enable them to access the information, as readily as other people are able to access it.
4. People with disability receive the same level and quality of service from the staff of the Shire of Dumbleyung
5. People with disability have the same opportunities as other people to make complaints to the Shire of Dumbleyung.
6. People with disability have the same opportunities as other people to participate in any public consultation by the Shire of Dumbleyung.
7. People with disability have the same opportunities as other people to obtain and maintain employment with the Shire of Dumbleyung.

Responsibility For The Planning Process

The responsibility for preparing the Disability Access & Inclusion Plan is that of the Chief Executive Officer of the Shire of Dumbleyung, along with the Community Development Officer.

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

Functions, Facilities And Services (Both In-House And Contracted) Provided By The Shire Of Dumbleyung.

Statement of Objective

In order to discharge its responsibilities to the community, Council has developed a set of operational and financial objectives. These objectives have been established both on an overall basis, reflected by the Shire's Community Vision, and for each of its broad activities/programs.

Community Vision

A vibrant shire which is sustainable, which has a high local community of interest and which supports the pursuit of quality of the people of the area.

Governance

Expenses relating to elected members and the administration of the shire.

General Purpose Funding

Rates, general purpose government grants and interest revenue

Law, Order, Public Safety

Supervision of various by-laws, fire prevention, emergency services and animal control.

Health

Employment of an Environmental Health Officer and a contribution to the provision of a doctor.

Education and Welfare

Donation associated with local educational authorities and maintenance of seniors units

Housing

Maintenance of staff and rental housing.

Community Amenities

Household refuse collection, refuse site maintenance, street bin collection, Dumbleyung sewerage system maintenance, employment of a town planning consultant, Landcare and maintenance of the Nippering and Kukerin cemeteries and public toilets.

Recreation and Culture

Maintenance of Dumbleyung and Kukerin Town Halls, operation of the Dumbleyung swimming pool, maintenance, of Stubbs and Nenke Park, maintenance of community parks, and gardens and operation of the Dumbleyung and Kukerin libraries.

Transport

Construction and maintenance of roads, expenses and commissions associated with providing state vehicle licensing, town street lighting, drainage maintenance, rural road verge spraying and maintenance or road signage.

Progress During 1995-2019

The Shire of Dumbleyung is committed to facilitating the inclusion of people with disability through the improvement of access to its information facilities and services. Towards this goal the Shire has implemented many initiatives and made significant progress towards better access, a list of the completed tasks is as under;

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 2003/04
	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 2003/04
	Entrance to council chambers not accessible for people in wheelchairs	Ramp to be put in place at entrance to council chambers	Completed January 1997
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 October 2001
Kukerin Library	Entrance not accessible for people in wheelchairs	Ramp to be installed to provide wheelchair access	Completed 2003/04
Kukerin Town Hall	Entrance not accessible for people in wheelchairs	Ramp to be installed/entrance to be modified to provide wheelchair access	Completed October 2001
Dumbleyung Town Centre	Lack of toilets for people with disability – no unisex toilets available for people with disability	Modify existing public toilet facilities on Absolon Street to cater for people with disability	Completed January 1997
Kukerin Town Hall	Lack of toilets for people with disability – no unisex toilets available for people with disability	Install additional toilet facility in the Town Hall to cater for people with disability	Completed 2017
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 disability.	In Place when required

Kukerin Town Centre	Lack of toilets for people with disability – no unisex toilets available for people with disability	Modify existing public toilet facilities on Scaddan Street to cater for people with disability	2010/2011 – Town Hall Disabled toilets made available for Public Use.	Completed 2015
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 disability.	In Place when required	
Dumbleyung Town Hall	Dumbleyung Town Hall – Lack of toilets for people with disability – no unisex toilets available for people with disability	Modify/renovate existing toilet facilities to cater for people with disability	New accessible toilet facility constructed within the town hall.	Completed 2017
Dumbleyung Town Centre	Footpaths in town centre uneven in places. No kerb/ramp access from roadway onto footpaths	Footpath upgrading	Ongoing - maintenance undertaken 2018	Manager of Works and Services
Kukerin Town Centre	Footpaths in town centre uneven in places. No kerb/ramp access from roadway onto footpaths	Footpath upgrading partially completed	Ongoing - maintenance undertaken 2018	Manager of Works and Services

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

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

Strategy	Responsibility	Timeline
1.1 Become more adaptable in responding to the barriers experienced by people with disability when organising an event.	Events Coordinators	Ongoing
1.2 Ensure that people with disability and their family/carers have access to the services of the Shire.	Events Coordinators/Community Development Officer	Ongoing
1.3 Continue to ensure that the Shire's library provides products and services such as audiobooks and large print books in a wide range of reading levels.	Administration Officers	Ongoing

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

Strategy	Responsibility	Timeline
2.1 Ensure Shire offices and buildings are accessible to people with disability when accessing events or services offered by the Shire.	Executive Staff	Ongoing
2.2 Incorporate provision for disability access into all future asset and facility development for the Shire.	Executive Staff	Ongoing
2.3 Facilitate the improvement of pedestrian footpaths to meet the requirements of people with disability	Manager of Works and Services	Ongoing
2.4 Continue to review and improve access to public open spaces and public areas	Manager of Works and Services	Ongoing

Outcome 3: People with disability receive information from the Shire of Dumbleyung in a format that will enable them to access the information as readily as other people are able to access it.

Strategy	Responsibility	Timeline
3.1 Improve employee awareness of accessible information needs and how to obtain and provide information in alternative formats	All Staff	Ongoing
3.2 Provide information regarding services facilities and customer feedback in appropriate formats.	All Staff	Ongoing
3.3 Continue to ensure that the Shire's library provides products and services such as audiobooks and large print books in a wide range of reading levels.	Administration Officers	Ongoing

Outcome 4: People with disability receive the same level and quality of service from the staff of the Shire of Dumbleyung as other people receive from the staff of the Shire of Dumbleyung.

Strategy	Responsibility	Timeline
4.1 Seek feedback on service provision to people with disability	Community Development Officer	Ongoing
4.2 Ensure that staff are aware of the key access needs of residents with disability and people with disability who visit the local government area in relation to the provision of all services.	Executive Staff	Ongoing
4.3 Ensure all Shire officers, agents and contractors comply with the requirements of the Disability Services Act and relevant Australian Standards	Executive Staff	Ongoing
4.4 Ensure disability awareness training is offered to new staff during staff induction	Executive Staff/HR	Ongoing

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

Strategy	Responsibility	Timeline
5.1 Ensure complaint and feedback procedures are accessible to people with disability	Administration Officer	Ongoing
5.2 The Shire is able to respond to feedback and complaints in accessible formats for people with disability.	Executive Staff	Ongoing
5.3 Seek feedback on service provision to people with disability	Community Development Officer	Ongoing

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

Strategy	Responsibility	Timeline
6.1 Ensure that information is available in clear and concise language on how residents can participate in public consultations by a public authority.	Community Development Officer	Ongoing
6.2 Support people with disability, their families and carers to attend public community consultation processes arranged by the Shire.	Community Development Officer	Ongoing
6.3 Increase the involvement of people with disability in the Shire's public consultation	All Staff	Ongoing

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

Strategy	Responsibility	Timeline
7.1 Ensure the Shire's policies, practices and procedures are inclusive	Executive Staff	Ongoing
7.2 Ensure Shire workplaces are safe, accessible and inclusive	Executive Staff	Ongoing

Consultation Process

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

- ◆ Dumbleyung Hospital
- ◆ Community Resource Centre
- ◆ Parents and Citizens Association (both Kukerin and Dumbleyung)
- ◆ Dumbleyung and Kukerin Primary Schools

Survey forms were distributed to all residents in the community with a reply paid return envelope for free postage. Residents were asked to identify any problems they had in using council facilities, services and functions. Feedback was mainly received from the Dumbleyung Hospital Auxiliary who identified a range of submissions to take into consideration when finalising the plan.

In October 2018, the DAIP was advertised to the community in the local press, specifically the 'Quack Chat' weekly local newsletter, the monthly Shire 'Lake Express' Newsletter, the Shires website, and social media channels seeking public comment. *Please note the previous local newspaper 'The Wagin Argus' was closed by Fairfax in 2015, with the above local avenues now the most effective communication channels.*

Communicating the plan to staff and people with disability

- In November 2018 copies of the draft DAIP will be sent to all those who contributed to the planning process. In November 2018 it had been reviewed and endorsed by Council at the meeting on 15 December 2018. As per previous years, in 2018 it was again advertised to the public by newsletters, community email, online social media, and on the Councils website for formal adoption by council.
- The community will be informed through the local media 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 the implementation 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 DAIPs 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 will be updated more frequently.

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 2024. The report will outline what has been achieved under the Shire's DAIP 2019 -2024.

Evaluation

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

Reporting on the DAIP

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

- progress towards the desired outcomes of its DAIP;
- progress of its agents and contractors towards meeting the seven desired outcomes; and
- the strategies used to inform agents and contractors of its DAIP.

The Shire is also required to report on progress in the prescribed format to the Disability Services Commission by July 4 each year.

Implementation Plan

Strategy	Task	Task Timeline	Responsibility
1.3 Ensure all Shire officers, agents and contractors comply with the requirements of the Disability Services Act and relevant Australian Standards	1.3.1 Rubbish Removal - People with mobility problems unable to bring rubbish bins to kerb side, People with disability to be informed that alternative arrangements for removal of rubbish can be made upon request.	Ongoing	Manager of Works and Services
2.1 Become more adaptable in responding to the barriers experienced by people with disability when accessing events or services offered by the Shire.	2.1.1 Ensuring there are activities available at events that are inclusive for people with disability.	Ongoing	Community Development Officer
2.3 Facilitate the improvement of pedestrian footpaths to meet the requirements of people with disability	2.3.1 Dumbleyung Town Centre - Footpaths in town centre uneven in places. No kerb/ramp access from roadway onto footpaths	Ongoing - Footpath upgrading partially completed	Manager of Works and Services
	2.3.2 Kukerin Town Centre - Footpaths in town centre uneven in places. No kerb/ramp access from roadway onto footpaths	Ongoing - Footpath upgrading partially completed	Manager of Works and Services
3.2 Provide information regarding services facilities and customer feedback in appropriate formats.	<p>3.2.1 Applies to all council functions, facilities and services. 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 disability.</p> <p>This includes information on:</p> <ul style="list-style-type: none"> - Planning - Community, recreational, cultural activities and facilities. - Rubbish removal - Rates notices, annual reports - Council minutes and electoral material 	<p>Ongoing - 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: Large print, Audio cassette, CD.</p>	Chief Executive Officer

		Council to advise through the local newspaper that information about council services, functions and facilities is available in alternative formats.	
	3.2.2 Processes of Government - Lack of information about processes of government and how residents can access the decision making process	Ongoing - 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 Large print Audio cassette Computer disc. A copy of "Accessible Information" DVD is available for staff to ensure they are aware of accessibility guidelines.	Chief Executive Officer
4.3 Ensure all Shire officers, agents and contractors comply with the requirements of the Disability Services Act and relevant Australian Standards	4.3.1 All new and contracting staff will be given a copy of the DAIP.	Ongoing	Executive Services
4.4 Ensure disability awareness training is offered to new staff during staff induction	4.4.1 All new staff will be requested to view the "You can make a difference to customer relations for people with disability" available for Local and State	Ongoing	Executive Staff

	Government DVD.		
5.1 Ensure complaint and feedback procedures are accessible to people with a disability	5.1.1 Creating the Shire of Dumbleyung Communications Plan	January 2019	Chief Executive Officer
6.1 Ensure that information is available in clear and concise language on how residents can participate in public consultations by a public authority.	6.1.1 Implementation of the Shire of Dumbleyung Communications Plan	April 2019	All Staff
6.2 Support people with disability, their families and carers to attend public community consultation processes arranged by the Shire.	6.2.1 Make information readily accessible in alternative formats to people with disability when it comes time to engage them in public consultation.	Ongoing	All Staff
6.3 Increase the involvement of people with disability in the Shire's public consultation	6.3.1 People with disability encouraged to participate in consultation process should it be required with any buildings that procedure requires consultation.	Ongoing	All Staff
7.1 Ensure the Shire's policies, practices and procedures are inclusive.	7.1.1 Consideration when reviews are undertaken of policies, practices and procedures regarding employment to make sure that they continue to be inclusive of people with disability.	Ongoing	All Staff