

# SHIRE OF MORAWA



## DISABILITY ACCESS AND INCLUSION PLAN JUNE 2013-2018 Reviewed June 2014

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

# **Disability Access and Inclusion Plan for the Shire of Morawa**

## **1.0 Background**

### **1.1 The Shire of Morawa**

The Shire of Morawa is situated in the North Midlands area due North of Perth and East South East of Geraldton. It is joined by the Shires of Mullewa to the North, Perenjori to the South, Mingenew and Three Springs to the West and Yalgoo to the East.

Morawa townsite is approximately 370 km by road North of Perth (via Three Springs) and 180 km from Geraldton. The townsite is 114 kms east of the coastal town of Dongara.

The population of Morawa townsite is estimated at 600 people and 460 for the rest of the Shire. The population has been declining over recent years (up until 1991) but has remained stable since. About 3% of the population are Aboriginal.

The Shire has a total area of 352,800 ha, (3,528 km<sup>2</sup>) consisting of agricultural and pastoral land, mining leases, Crown land and reserves and the townsites of Morawa, Canna, Gutha, Pintharuka and Koolanooka. Agriculture in the region consists of mixed farming practises, wheat and other cereals, wool, sheep, cattle and pigs, lupins, course grains, sandalwood, emus, goats, flowers, eucalyptus oil mallees and tea trees.

Substantial mining exploration has occurred in the east of the Shire, including dolomite. There is the Koolanooka Minesite has become operational again as part of the Midwest Iron and Steel project.

**In 2011 Morawa town was announced as a Super town to provide support as a sub-regional centre to the region. Broad community consultation was carried out to provide input into producing the Morawa Super-town growth and Implementation Plan. The plan includes built form and public realm strategies to address all the communities' needs for the future.**

### **1.2 Functions, facilities and services provided by the Shire of Morawa**

The Shire of Morawa provides;

#### **Services to properties including-**

- Construction and maintenance of shire owned roads, buildings, footpaths, walk trails, rubbish collection and disposal, caring of trees, street lighting, and bushfire control.

**Services to community include-**

- Provision and maintenance of recreation grounds, playing areas, and reserves, management of community centre, library and information services.

**Regulatory services include-**

- Planning, building and ranger services. Planning of roads and subdivisions in accordance with the town planning scheme, building approvals for construction, additions and alterations. Ranger services, including enforcement of local laws, dog, litter and pools/spas inspections.

**General Administration including-**

- The provision of general information to the public, rates notices, vehicle licensing.

**Process of Government including-**

- Ordinary and special council meetings, committee meetings, electors meetings and election of councilors.

**1.3 People with a disability in the Shire of Morawa**

There is a small estimate of people with disability living within the Shire. The ABS figures were inconclusive of the number of people with disability in the Shire, however the officers, council and community are aware there are people with disability who live in the community,

**1.4 Planning for better access**

The Western Australian Disability Services Act (1993) requires all Local Governments to develop and implement a Disability Access and Inclusion Plan (DAIP) to ensure that people with disability have equal access to 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 persons disability illegal.

Since the adoption of the Disability Services Plan, the Shire has implemented many initiatives and made significant progress towards better access within the Shire of Morawa, these are as follows;

**Improvement of existing functions, facilities and services to meet the needs of people with a disability.**

- Talking books positioned in a clearly designated and easily accessible section of the library.
- Building surveyors and planners have assisted in increasing disability access awareness of developers, and the introduction of disabled access to all newly constructed or altered public buildings, including playground and recreational areas.

**Opportunities provided for people with a disability to participate in public consultations, grievance mechanisms and decision making processes are provided.**

- Council services, functions and facilities are available on request in large print, and computer disc alternative formats.
- Council ensured that voting for municipal elections takes place in accessible buildings and that alternative voting arrangement is available where required.

## **2.0 Access and Inclusion Policy Statement**

The Shire of Morawa is committed to ensuring that the community is an accessible community for people with disability, their families and carers, via the following;

- The Shire of Morawa believes that people with disability, their families and carers who live in country areas should be supported to remain in the community of their choice.
- The Shire of Morawa is committed to consulting with people with disability, their families and carers and, where required, disability organisations to ensure that barriers to access are addressed appropriately.
- The Shire of Morawa is committed to ensuring that its agents and contractors work towards the desired outcomes in the Disability Access and Inclusion Plan.

The Shire is also committed to achieving the seven standards of its disability access and inclusion plan which are as follows;

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

## **3.0 Strategies to Improve Access and Inclusion**

The Shire of Morawa is committed to achieving the following outcomes.

Timeliness of these outcomes is addressed in the implementation table in section five (5) of this DAIP document.

**The a number of the strategies listed in the listed outcomes in the plan have been reported as completed, but remain in the plan to provide a reminder of service delivery within the whole of the community**

### **Outcome 1**

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

<b>Strategies</b>
Ensure people with disability are provided with an opportunity to comment on access to services.
Make library technology as accessible as possible.
Council will ensure that any events are organised so that they are accessible to people with disability.
Council will ensure that all policies and practices that govern the operation of Council facilities, functions, and services are consistent with Council Policy regarding access.

### **Outcome 2**

People with disability have the same opportunities as other people to access the buildings and other facilities of a public authority.

<b>Strategies</b>
Ensure all buildings and facilities are physically accessible to people with disability.
Ensure that all new or redevelopment works provide access to people with disability, where practicable.
Ensure adequate ACROD parking to meet the demand of people with disability in terms of quantity, quality, and location.
Ensure that parks and reserves are accessible.
Ensure that public toilets meet the associated accessibility standards.

### **Outcome 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.

<b>Strategies</b>
Improve community awareness that Council information can be made available in

alternative formats upon request, such as large print..
Improve staff awareness of accessible information needs and how to obtain information in other formats.
Ensure that the Shires website meets contemporary and universal design practices.

#### **Outcome 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.

<b>Strategies</b>
Improve staff awareness of disability and access issues and improve skills to provide good service to people with disability.
Improve the awareness of new staff and new Councilors about disability and access issues.
When required, Council will seek expert advice from the disability field on how to meet the access needs of people with disability.

#### **Outcome 5**

People with disability have the same opportunities as other people to make complaints to a public authority.

<b>Strategies</b>
Council will ensure that current grievance mechanisms are accessible for people with disability and are acted upon.

#### **Outcome 6**

People with disability have the same opportunities as other people to participate in any public consultation by a public authority.

<b>Strategies</b>
Improve community awareness about the consultation process in place.
Improve access for people with disability to the established consultative process of Council.
Seek broad range of views on disability and access issues from the local community.
Commit to ongoing monitoring of the DAIP to ensure implementation and satisfactory outcomes.

#### **Outcome 7**

People with disability have the same opportunities as other people to obtain and maintain employment with a public authority.

<b>Strategies</b>
Use inclusive recruitment practices.
Improve methods of attracting, recruiting and retaining people with disability
Work with key disability employment support provider(s) to employ a person with a disability

## **4.0 Development of the Disability Access and Inclusion Plan**

### **4.1 Responsibility for the planning process**

Two (2) council officers were given responsibility to oversee the development and implementation, review and evaluation of the plan and efforts have been made to include the participation of a person with a disability.

### **4.2 Community consultation**

In 2006,2013 and in 2014 (to include outcome 7) the Shire of Morawa undertook to review its Disability Services Plan (1999), and consult with key stakeholders to draft a new Disability Access and Inclusion Plan to guide further improvements for access and inclusion.

The process included:

- Examination of the initial Disability Services Plan and review to see what has been achieved and what still needs work
- Examination of other council documents and strategies
- Investigation of current good practice in access and inclusion
- Consultation with key staff; and
- Consultation with the community
- Advertising in the Western Australian Newspaper and the local paper.

The community was advised that Council was developing a disability access and inclusion plan to address the barriers that people with disability and their families experience in accessing council functions, facilities and services, and invited to contact Council officers in June 2007,2011, 2013 and again in 2014 to discuss and submit comments on the DAIP (2007).

### **4.3 Findings of the consultation**

While the review and consultation noted a level of achievement in improving access it also identified a range of barriers that requires redress. These include:

- Processes of Council may not be as accessible as possible
- Events may not always be held in a manner and location that best facilitates the participation of people with disability.
- Staff may be uninformed or lacking in confidence to adequately provide the same level of service to people with disability

The identification of these barriers informed the development of strategies in the Disability Access and Inclusion Plan. The barriers have been prioritised in order of importance, which assists setting timeframes for the completion of strategies to overcome these access barriers.

#### **4.4 Responsibility for implementing the DAIP**

Implementation of the DAIP is the responsibility of all areas of the Shire of Morawa. 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.

#### **4.5 Communication of the plan to staff and people with disability**

The community has been advised through the Annual Electors report, the local media (newspaper) that copies of the plan are available to the community upon request and in alternative formats if required.

The Shire of Morawa website also provides a copy of the plan.

As plans are amended Shire employees and the community will be advised of the availability of updated plans, using the above methods.

#### **4.6 Review and evaluation mechanisms**

The Disability Service Act requires that DAIP's be reviewed at least every five years. The DAIP Implementation Plan can be amended more frequently to reflect advancements of access and inclusion issues. Whenever the DAIP is amended, a copy of the amended plan must be lodged with the Disability Services Commission.

#### **Monitoring and reviewing**

The DAIP will be reviewed annually for progress and implementation with all progress and recommended changes reported to council.

#### **Evaluation**

An evaluation will occur as part of a five yearly review of the DAIP. Community, staff and elected members will be consulted as part of the evaluation and Implementation Plans will be amended based on the feedback received. Copies of the amended Implementation Plan, once endorsed by council, will be available to the community in alternative formats.

#### **4.7 Reporting of 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.
- The strategies used to inform agents and contractors of its DAIP.

### **5.0 Implementation Plan**

The Implementation Plan details the task, timelines and responsibilities for each strategy to be implemented in 2012-2018 to progress the strategies of the DAIP.

It is intended that the Implementation Plan will be updated annually through Council's operations, to progress the achievements of all the strategies over the duration of the five year plan.

## Outcome 1

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

Strategy	Task	Timeline	Responsibility
Ensure people with disability are provided with an opportunity to comment on access to services.	<ul style="list-style-type: none"> <li>Shire's Disability Services Coordinator will liaise with contractors, who are developing and implementing the Shire evaluation activities, to increase their awareness of the importance of getting comments on services by people with disability.</li> <li>Develop feedback mechanism for use of all disability services provider to by the Shire.</li> </ul>	<p>August 2012-2017</p> <p>August 2012 and ongoing</p>	<p>CEO and EHO</p> <p>CEO and EHO</p>
Make library technology as accessible as possible.	<ul style="list-style-type: none"> <li>Make library technology as accessible as possible</li> </ul>	<p>August 2012 and ongoing</p>	<p>Library Officer</p>
Council will ensure that any events are organised so that they are accessible to people with disability.	<ul style="list-style-type: none"> <li>Ensure the needs of people with disability are planned for and provided by using the checklist provided through the access resource kit as provided by DSC.</li> </ul>	<p>August 2012 ongoing</p>	<p>CEO and EHO</p>
Council will ensure that all policies and practices that govern the operation of Council facilities, functions, and services are consistent with Council Policy regarding access.	<ul style="list-style-type: none"> <li>Ensure all buildings, facilities and services are accessible to people with disability through ongoing review and evaluation using devised checklists and annual audits. Through these audits a report will be generated that clearly identifies improvements to ensure the inclusion and accessibility for everyone. Again using the guide and checklist provided through the access resource kit developed by the DSC.</li> </ul>	<p>September 2012 and ongoing</p>	<p>CEO and EHO</p>

## Outcome 2

People with disability have the same opportunities as other people to access the buildings and other facilities of a public authority.

Strategies	Task	Timeline	Responsibility
Demonstrate a willingness to ensure all buildings and facilities are accessible where practicable, to meet the access standards and any additional need in consideration of people with disability.	<ul style="list-style-type: none"> <li>• Audit and collate information on facilities.</li> <li>• Generate an improvement report.</li> <li>• Complete improvements from report where possible</li> </ul>	October 2007- complete Reviewed 2011 ongoing	CEO and EHO
Ensure that all new or redevelopment works provide access to people with disability, where practicable.	<ul style="list-style-type: none"> <li>• All facilities allow for access for people with physical, cognitive, sensory and psychiatric disability through the application of specific building and planning codes. This includes ramped elevations, rails, and appropriate signage, line marking and raised footholds at intersections where practicable.</li> </ul>	Annually/ Ongoing	CEO and EHO
Ensure adequate ACROD parking to meet the demand of people with disability in terms of quantity, quality, and location.	<ul style="list-style-type: none"> <li>• Undertake an audit of ACROD bays and implement a program to rectify non-compliance. (Checklist, from ART)</li> </ul>	2008 Review 2013 ongoing	CEO and EHO
Ensure that parks and reserves are accessible.	<ul style="list-style-type: none"> <li>• All parks and reserves allow for access for people with physical, cognitive, sensory and psychiatric disability. This includes ramped elevations, rails, and appropriate signage, line marking and raised footholds at intersections where practicable.</li> </ul>	2008/2009 Reviewed 2013 ongoing	CEO and EHO
Ensure that public toilets meet the associated accessibility standards.	<ul style="list-style-type: none"> <li>• Provision of Unisex disabled toilet/s for wheelchair persons visiting the Shires facilities are considered and planned for. The Shire currently has disabled toilet facilities at the</li> </ul>	August 2007 Reviewed 2013 ongoing	CEO and EHO

	Recreation Ground and Town Centre Public Toilets.		
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### Outcome 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.

Strategies	Task	Timeline	Responsibility
Improve community awareness that Council information can be made available in alternative formats upon request, such as large print, and audio.	<ul style="list-style-type: none"> <li>• Ensure all documents carry a notation regarding availability in alternative formats</li> <li>• Advise the community via local newspaper, radio, newsletters that other formats are available via electronic and audible formats.</li> </ul>	August 2007 Reviewed 2013 ongoing  August 2007 Reviewed 2013 ongoing	CEO and EHO
Improve staff awareness of accessible information needs and how to obtain information in other formats.	<ul style="list-style-type: none"> <li>• Make accessible information guidelines available on the internet</li> <li>• Develop an accessible information policy</li> <li>• Conduct accessible information training and include as part of the induction of new staff.</li> </ul>	August 2007 Reviewed 2013 ongoing  August 2007  Reviewed 2013 ongoing  August 2007 and ongoing	CEO and EHO
Ensure that the Shires website meets contemporary and universal design practices.	<ul style="list-style-type: none"> <li>• Redevelop website according to the W3C guidelines as outlined by the state government access guidelines</li> </ul>	March 2008 Reviewed 2013 ongoing	CEO and EHO

### Outcome 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.

Strategies	Task	Timeline	Responsibility
Improve staff awareness of disability and access issues and improve skills to provide good service to people with disability.	<ul style="list-style-type: none"> <li>Advise staff of minimum requirements</li> <li>Conduct a survey of all staff to determine training needs- completed</li> </ul>	August 2007 Reviewed 2013 ongoing	CEO and EHO
Improve the awareness of new staff and new Councilors about disability and access issues.	<ul style="list-style-type: none"> <li>Provide information and establish training in the induction for new staff and councillors</li> </ul>	October 2007 Reviewed 2013 ongoing	CEO and EHO
When required, Council will seek expert advice from the disability field on how to meet the access needs of people with disability.	<ul style="list-style-type: none"> <li>Keep an updated database on people who can be called upon to ask advice</li> </ul>	September 2007 and ongoing Reviewed 2013 ongoing	Administration Officers

### Outcome 5

People with disability have the same opportunities as other people to make complaints to a public authority.

Strategies	Task	Timeline	Responsibility
Council will ensure that current grievance mechanisms are accessible for people with disability and are acted upon.	<ul style="list-style-type: none"> <li>Review current mechanisms for access. Consult with people with disability and expert advice.</li> <li>Develop other methods of making complaints, such as web based forms, access to interpreters, advocacy services, and alternative arrangements such as carers, parents, and guardians acting as advocates.</li> <li>Promote accessible complaints mechanisms to the community.</li> </ul>	November 2007 Reviewed 2013 ongoing  November 2007 Reviewed 2013 ongoing November 2007 Reviewed 2013 ongoing	CEO and EHO      CEO and EHO

## Outcome 6

People with disability have the same opportunities as other people to participate in any public consultation by a public authority.

Strategies	Task	Timeline	Responsibility
Improve community awareness about the consultation process in place.	<ul style="list-style-type: none"> <li>Promote the existence and role/purpose of the DAIP to the community.</li> <li>Shire representatives to meet regularly to discuss and review DAIP and processes used to develop DAI policies, and make improvements where possible.</li> </ul>	August 2007 Reviewed 2013 ongoing  August 2007 and ongoing Reviewed 2013 ongoing	CEO and EHO  CEO and EHO
Improve access for people with disability to the established consultative process of Council.	<ul style="list-style-type: none"> <li>Consult with people with disability using a range of mediums, including survey, focus groups, interviews, on a regular basis.</li> </ul>	September 2007 and ongoing Reviewed 2013 ongoing	CEO and EHO
Seek broad range of views on disability and access issues from the local community.	<ul style="list-style-type: none"> <li>Include appropriate questions about access and inclusion in general Shire surveys and consultative events.</li> <li>Actively pursue ideas and thoughts from people with disability.</li> </ul>	September 2007 and ongoing Reviewed 2013 ongoing August 2007 and ongoing Reviewed 2013 ongoing	CEO and EHO  CEO and EHO
Commit to ongoing monitoring of the DAIP to ensure implementation and satisfactory outcomes.	<ul style="list-style-type: none"> <li>The shire will regularly monitor the progress of the plan and be involved in the annual reviews.</li> </ul>	July 2008 Reviewed 2013 ongoing	CEO and EHO

## Outcome 7

People with disability have the same opportunities as other people to obtain and maintain employment with a public authority.

Strategies	Task	Timeline	Responsibility
1. Use inclusive recruitment practices.	1.1 Make sure job advertisements are in an accessible format(12 or 14pt, Arial 1.2 Include Equal employment opportunity statement in the advert. For example ' promotes a workplace that actively seeks to include, welcome and value unique contributions from culturally diverse backgrounds to apply for the job.' 1.3 Make sure the interview is held in an accessible venue	End June 2014 As above  As above	CEO and EHO  CEO and EHO  CEO and EHO
2. Improve methods of attracting, recruiting and retaining people with disability	2.1 Examine methods of Recruitment. 2.2 Assess current percentage of employees disability 2.3 Carryout survey to gain feedback to improve methods listed opposite	End June 2014 End June 2014 End July 2014	CEO and EHO CEO and EHO  CEO and EHO
3. Work with key disability employment support provider(s) to employ a person with a disability	3.1 Check Disability Employment Service providers within 15 km radius 3.2 Seek assistance to develop a flexible job description 3.3 Seek assistance with advertising, interview and employment requirements including reasonable adjustment	End Aug 2104	CEO and EHO  CEO and EHO