



SHIRE OF MORAWA

Disability Access and Inclusion Plan

2018 - 2023



This document is available on the Shire of Morawa website and can be requested in alternative formats including electronic format by email and in hardcopy both in range and standard print.

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Prepared by:	Grace French (Acting Development & Administration Manager)
Endorsed by:	Endorsed by Chris Linnell (Chief Executive Officer)
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Introduction

The Disability Access and Inclusion Plan (DAIP) is a requirement of the Western Australian Disability Services Act 1993 (the Act).

The plan must be developed in consultation with the community and consider the effectiveness of past strategies arising from the previous DAIP.

Definition of Disability

Disability as defined in the Act means a disability which:

- a) Is attributed to an intellectual, psychiatric, cognitive, neurological, sensory or physical impairment or a combination of those impairments;
- b) Is permanent or likely to be permanent;
- c) May or may not be of a chronic or episodic nature;
- d) And results in a –
 - I. Substantially reduced capacity of the person for communication, social interaction, learning or mobility; and
 - II. Need for continuing support services.

Additional legislation and definitions of disability/impairment underpinning the requirement by public authorities to provide access and inclusion for people with disability include:

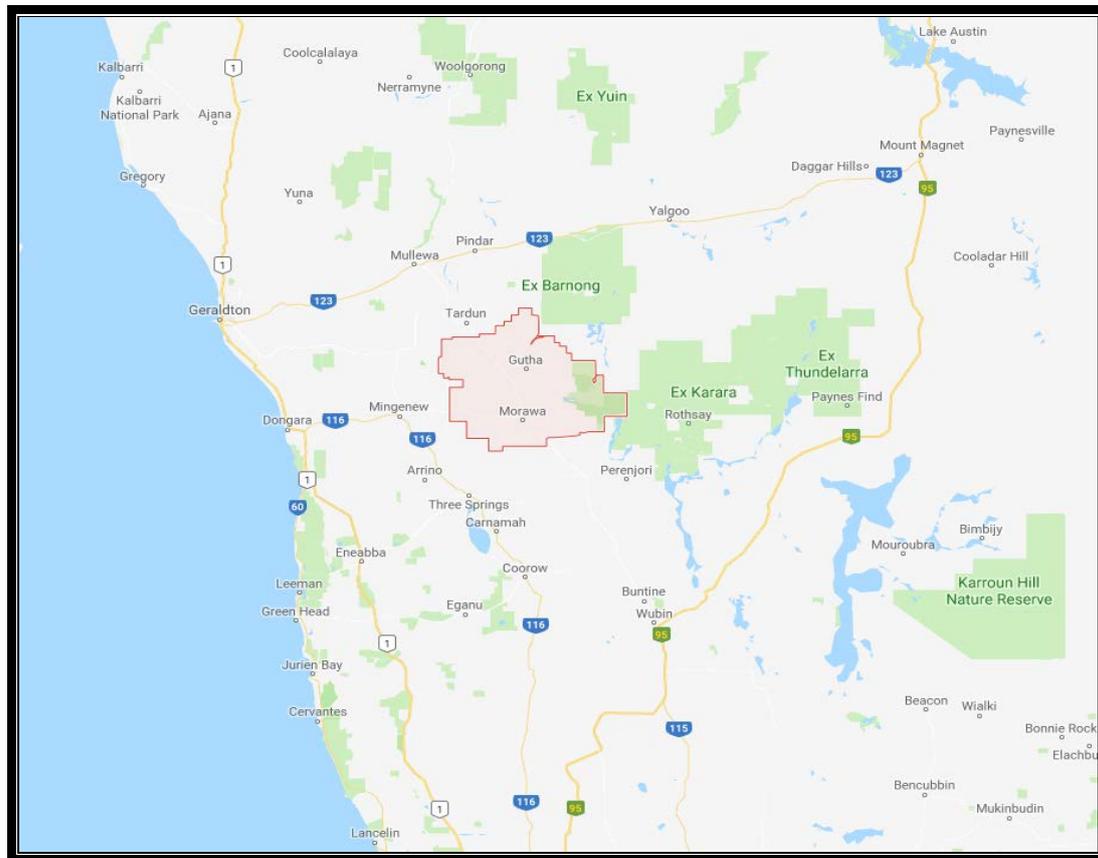
- Western Australian Equal Opportunity Act 1984
- Commonwealth Human Rights and Equal Opportunity Act 1992
- Commonwealth Disability Discrimination Act 1992
- Commonwealth Disability Access to Premises Standards 2010
- National Disability Insurance Scheme Act 2003

Background

1.1. The Shire of Morawa

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



The Shire has a total area of 352,800 ha, (3,528 km²) consisting of agricultural and pastoral land, mining leases, Crown land and reserves and the townsites of Morawa, Canna, Gutha, Pintharuka and Koolanooka.

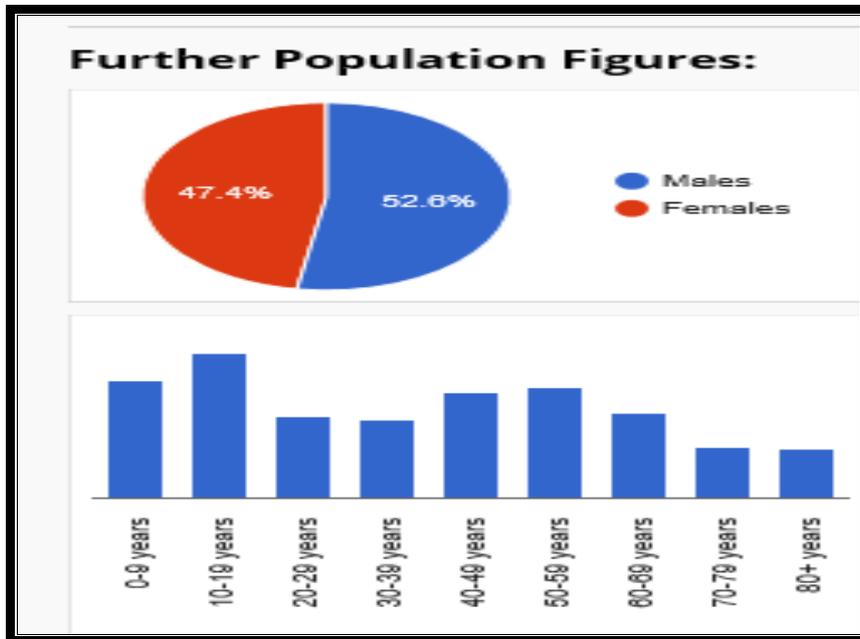
Agriculture in the region consists of mixed farming practises, wheat and other cereals, wool, sheep, cattle and pigs, lupins, coarse grains, sandalwood, emus, goats, flowers, eucalyptus oil mallees and tea trees.

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

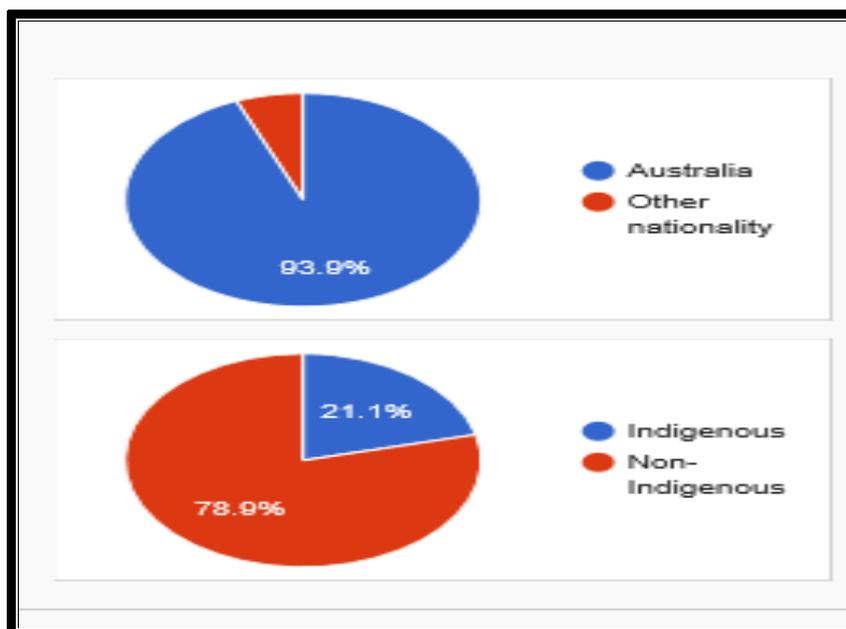
In 2011 Morawa town was announced as a **Super Town** to provide support as a sub-regional centre to the region. Broad community consultation was carried out to provide input into producing the Morawa Super-town growth and Implementation Plan. The plan includes built form and public realm strategies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

1.2 Demographics

The most recent ABS Census estimate (2016) shows a decreased population number in the Shire of Morawa from 911 to 765 residents. The population has been declining over recent years, however males are still predominant.



This data represents official population percentage and accurate on time of the survey and indicates that more than 90% are Australians and over 20% are Indigenous residents. While this estimate are accurate at any point in time is subject to revision.



1.3 Functions, facilities and services

The Shire of Morawa is responsible for a wide array of functions, facilities and services. These includes:

Facilities	Services
Services to Properties	<ul style="list-style-type: none"> • Construction and maintenance of shire owned roads, buildings, footpaths and walk trails; • Rubbish collection and disposal; • Caring of trees; • Street lighting; and • Bushfire control
Services to Community	<ul style="list-style-type: none"> • Provision and maintenance of recreation grounds; • Provision of playing areas and reserves; • Management of community centre, library and information services.
Regulatory Services	<ul style="list-style-type: none"> • Building and Planning Assessments, Building approvals; • Ranger services – animal registration and control, enforcement of local laws; • Environmental health; • Planning of roads and subdivisions in accordance with the town planning scheme; • Swimming pools/spas inspections.
General Administration	<p>The provision of:</p> <ul style="list-style-type: none"> • General information to the public; • Rates notices; and • Vehicle licensing.
Process of Government	<ul style="list-style-type: none"> • Ordinary and special council meetings; • Committee meetings; • Citizenship ceremonies • Electors meetings; and • Election of Councillors.

1.4 People with a disability in the Shire of Morawa

Disability statistic relates directly to need for assistance due to severe or profound disability. It is difficult to provide specific details about the number of people with disability within the Shire of Morawa.

The most recent statistics available were from the 2016 Census by the Australian Bureau of Statistics indicating a decreased of 0.7% from survey held in 2011.

1.4 Planning for better access

Councillors and staff of the Shire of Morawa are committed to ensuring service delivery meets the needs of the community that includes removing any barriers to participation and improving inclusion.

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

Facilities	Services
Improvement of existing functions, facilities and services to meet the needs of people with a disability.	<ul style="list-style-type: none">• 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.	<ul style="list-style-type: none">• Council services, functions and facilities are available on request in large print, and computer disc alternative formats;• The library has digital books available that can be delivered to customers remotely;• Council ensured that voting for municipal elections takes place in accessible buildings and that alternative voting arrangement is available where required;• Access and inclusion is always a consideration when policies and practices are developed that determine the operation on facilities, functions and events.

2.0 Access and Inclusion Policy Statement

To enhance access and inclusion for people with disability, and with the knowledge that community attitudes and the environment are often of a disabling factor than the person's impairment, 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's DAIP have been developed to support the delivery of the defined outcomes and strategies which will be reviewed and updated after two years and no longer than five years of this updated plan.

The desired outcome/achievements of this plan will be monitored and reported annually to the Department of Communities and will be included in the Shire of Morawa Annual Report.

The Shire of Morawa values community feedback and encourages residents to make suggestions at any time on ways in which procedures and guidelines are improved to facilitate access and inclusion for people of all ages, abilities and diverse backgrounds.

4.0 Developing the Disability Access and Inclusion Plan

4.1 Community consultation process

To facilitate the development of the DAIP, the Shire of Morawa sought feedback and ideas from a range of key stakeholders.

Engagement with the community, in particular people with disability, their families, carers and disability service providers, can be achieved by the following:

- Local Newspaper;
- Shire of Morawa Newsletter (Snippets);
- Shire of Morawa's website;
- Social Media (Facebook, twitter); and
- Email Networks.

4.2 Internal consultation was undertaken by:

- Direct liaison between council officers;
- Development, revision, reporting and implementation of the plan;
- Inclusive participation of a person with a disability.

4.3 Internal/External community consultation was undertaken by:

- 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;
- Consultation with the community;
- Advertising in the Western Australian Newspaper and the local newspaper.

4.4 Findings of the review and consultation process

The consultation process provided tangible examples of the progress reported during 2016-2017 (March 2017).

Whilst the review and consultation noted a level of achievement from previous reporting, it has however, identified a range of barriers that requires implementation. These included:

- 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 DAIP. The barriers have been prioritised in order of importance, which assists setting timeframes for the completion of strategies to overcome these access barriers.

4.5 Communicating the plan to staff and people with disability

The Shire of Morawa promotes its DAIP by:

- Displaying reminders on the Shire's website;
- Making hard copies or other alternate formats available upon request;
- Advices through the Annual Electors meeting/reports and staff induction;
- Shire's Facebook page, local Newspaper and Newsletter;
- Printed copies are displayed on the shire's library.

4.6 Monitoring & Reviewing

The Shire of Morawa's DAIP is required to be reviewed and updated every five years as a minimum. This update will be subject to review including community engagement estimated in 2021.

The achievements of this plan will be monitored and reported annually to the Department of Communities and will be included in the Shire's Annual Report.

Outcomes for projects will be reported through line management. Quarterly meetings will be convened with managers to evaluate progress of the strategies outlined in the implementation plan.

The Executive staff will regularly review and report on the implementation of the Disability Access and Inclusion Plan to Council on Ordinary Council Meetings and will endeavour to:

- Seek feedback from community on any additional barriers and may use similar process to those employed during the DAIP consultations, including questionnaires, meetings with people with disability and liaison with disability organisation's;
- Shire employees and elected members will be invited to contribute to improving access and inclusion and also assist in identifying whether strategies are working and make suggestions for improvement;
- The DAIP will be subject to formal review in 2021 as required by legislation.

4.7 Reporting of the DAIP

The progress report is self-assessment that provides an opportunity for the Shire of Morawa to review implementation and reports:

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

5.0 Implementation of the DAIP

In accordance with the Disability Services Act 1993 (WA) the Shire of Morawa will develop a DAIP Implementation plan using information and ideas raised through the consultation process. The implementation plan will be incorporated into the Corporate and strategic Business Plans.

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.

The following tables identify the task, timelines and responsibilities for each strategy to be implemented in the next five years ensuring a coordinate approach in delivering an effective Disability Access and Inclusion Plan.

Outcome 1 – Access to Services and Events

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	Responsible Officer	Timeline	Progress and Achievements reported 2016-2017
Ensure people with disability are provided with an opportunity to comment on access to services.	<ul style="list-style-type: none"> 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; Develop feedback mechanism for use of all disability services provider to by the Shire. 	CEO and EMDA CEO and EMDA	Ongoing Ongoing	<ul style="list-style-type: none"> Access and inclusion is always a consideration when policies and practices are developed that determine the operation of facilities, functions and events.
Make library technology as accessible as possible.	<ul style="list-style-type: none"> Ensure library technology is accessible and updated. 	EMDA and Library Officer	Ongoing	<ul style="list-style-type: none"> The library has digital books available that can be delivered to customers remotely.
Council will ensure that any events are organised so that they are accessible to people with disability.	<ul style="list-style-type: none"> 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. 	CEO, EMDA and EHO	Ongoing	<ul style="list-style-type: none"> When planning events access to all members of the community is a major consideration.
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"> 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. 	CEO, EMDA and EHO	Ongoing	<ul style="list-style-type: none"> No reporting for this period. The Shire of Morawa new policy manual was adopted at OCM December 2018.

Position Titles: CEO (Chief Executive Officer); EMDA (Executive Manager Development & Administration); EMCCS (Executive Manager Corporate & Community Services); WP (Works Principal); EHO (Environmental & Health Officer); EA (Executive Assistant)

Outcome 2 – Access to Buildings and Facilities

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

Strategies	Task	Responsible Officer	Timeline	Progress and Achievements reported 2016-2017
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"> Audit and collate information on facilities; Generate an improvement report; Complete improvements from report where possible. 	CEO, EMDA and EHO	Ongoing	<ul style="list-style-type: none"> Shire of Morawa's older buildings that are used infrequently are not accessible and will need to be upgraded; Frequently used public buildings have good access; Upgrade of buildings will be done accordingly with budgeted projects.
Ensure that all new or redevelopment works provide access to people with disability, where practicable.	<ul style="list-style-type: none"> Ensure 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. 	CEO, EMDA and EHO	Annually Ongoing	<ul style="list-style-type: none"> No major application was received for this reporting period.
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"> Undertake an audit of ACROD bays and implement a program to rectify non-compliance. (Checklist, from ART). 	CEO, EMDA and EHO	Ongoing	<ul style="list-style-type: none"> ACROD parking is available at major public buildings and shopping areas and these are clearly marked and signposted.
Ensure that parks and reserves are accessible.	<ul style="list-style-type: none"> Ensure all parks and reserves allow for access for people with physical, cognitive, sensory and psychiatric disability. 	CEO, EMDA and EHO	Ongoing	<ul style="list-style-type: none"> Parks and reserves are accessible and marked accordingly.
Ensure that public toilets meet the associated accessibility standards.	<ul style="list-style-type: none"> 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 Recreation Ground and Town Centre Public Toilets. 	CEO, EMDA, EMCCS and EHO	Budget 2019/2020	<ul style="list-style-type: none"> Some older public toilets will require upgrading to meet access requirements. Project will be budgeted for completion.

Outcome 3- Access to Information

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	Responsible Officer	Timeline	Progress and Achievements reported 2016-2017
<p>Improve community awareness that Council information can be made available in alternative formats upon request, such as large print, and audio.</p>	<ul style="list-style-type: none"> • Ensure all documents carry a notation regarding availability in alternative formats; • Advise the community via local newspaper, radio, shire website, newsletters that other formats are available on request. 	<p>CEO, EMDA, MCD and EA</p>	<p>Ongoing</p>	<ul style="list-style-type: none"> • The availability of documentation in alternative formats is detailed on the Shire of Morawa's public documents, website and newsletter.
<p>Improve staff awareness of accessible information needs and how to obtain information in other formats.</p>	<ul style="list-style-type: none"> • Make accessible information guidelines available on the internet; • Develop an accessible information policy; • Conduct accessible information training and include as part of the induction of new staff. 	<p>CEO, EMDA, EMCCS, MCD and EA</p>	<p>Ongoing</p>	<ul style="list-style-type: none"> • Staff are trained to assist community members in accessing the information by requesting assistance from their managers.
<p>Ensure that the Shire's website meets contemporary and universal design practices.</p>	<ul style="list-style-type: none"> • Redevelop website according to the WCAG3.0 guidelines as outlined by the state government access guidelines. 	<p>CEO, EMDA and EA</p>	<p>Ongoing</p>	<ul style="list-style-type: none"> • The website was developed by an external company in conjunction with WALGA. It is expected that the format of the website would meet access requirements.

Outcome 4 – Same Level of Services as others from the Shire of Morawa Staff

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	Responsible Officer	Timeline	Progress and Achievements reported 2016-2017
<p>Improve staff awareness of disability and access issues and improve skills to provide good service to people with disability.</p>	<ul style="list-style-type: none"> Advise staff of minimum requirements; Conduct a survey of all staff to determine training needs- completed. 	<p>CEO, EMDA, EMCCS, WP and EHO</p>	<p>By-annual and with commencement of new staff</p>	<ul style="list-style-type: none"> This task will be discussed over the staff performance review and reporting; Training and development will be budgeted accordingly.
<p>Improve the awareness of new staff and new Councillors about disability and access issues.</p>	<ul style="list-style-type: none"> Provide information and establish training in the induction for new staff and councillors. 	<p>CEO, EMDA, EMCCS and WP</p>	<p>When Applicable</p>	<ul style="list-style-type: none"> There has been formal training of staff with relation to awareness and provision of good service to people with disability; Training sessions will be facilitated by an independent disability consultant.
<p>When required, Council will seek expert advice from the disability field on how to meet the access needs of people with disability.</p>	<ul style="list-style-type: none"> Keep an updated database on people who can be called upon to ask advice. 	<p>CEO, EMDA, EMCCS and WP</p>	<p>Ongoing</p>	<ul style="list-style-type: none"> Access is considered when planning of new developments and upgrades takes place and events are organized. Advice is sought from third parties including consultants when required to meet access requirements.

Outcome 5 – Making Complaints

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

Strategies	Task	Responsible Officer	Timeline	Progress and Achievements reported 2016-2017
<p>Council will ensure that current grievance mechanisms are accessible for people with disability and are acted upon.</p>	<ul style="list-style-type: none"> • Review current mechanisms for access. Consult with people with disability and expert advice; • 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; • Promote accessible complaints mechanisms to the community. 	<p>CEO, EMDA, EMCCS, and WP</p>	<p>Ongoing</p>	<ul style="list-style-type: none"> • The community members, rate payers and staff are able to lodge their grievances in person or in writing; • Where the process is not accessible, staff will investigate the use of the other ways of lodging grievances.

Outcome 6 – Participating in Public Consultation

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

Strategies	Task	Responsible Officer	Timeline	Progress and Achievements reported 2016-2017
Improve community awareness about the consultation process in place.	<ul style="list-style-type: none"> Promote the existence and role/purpose of the DAIP to the community; Shire representatives to meet regularly to discuss and review DAIP and processes used to develop DAIP policies, and make improvements where possible. 	CEO, EMDA, EMCCS, WP and EHO	Annually	<ul style="list-style-type: none"> The Shire officers frequently seeks feedback from the public about strategic plans, development applications, budgets, adoption of revised disability action and inclusion plans and reporting.
Improve access for people with disability to the established consultative process of Council.	<ul style="list-style-type: none"> Consult with people with disability using a range of mediums, including survey, focus groups, and interviews on a regular basis. 	CEO, EMDA and EHO	Annually and when applicable	<ul style="list-style-type: none"> The community are encouraged to participate through informing strategies used. Information is placed in to Public Notices, Local Newspaper, Shire Newsletter (Snippets), mail out and shire website.
Seek broad range of views on disability and access issues from the local community.	<ul style="list-style-type: none"> Include appropriate questions about access and inclusion in general Shire surveys and consultative events; Actively pursuit ideas and thoughts from people with disability. 	CEO, EMDA and EHO	Ongoing	<ul style="list-style-type: none"> No surveys were performed from last reporting.
Commit to ongoing monitoring of the DAIP to ensure implementation and satisfactory outcomes.	<ul style="list-style-type: none"> The shire will regularly monitor the progress of the plan and be involved in the annual reviews. 	CEO, EMDA and EHO	Ongoing	<ul style="list-style-type: none"> No major changes from last reporting period.

Outcome 7 – Opportunities for Employment

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

Strategies	Task	Responsible Officer	Timeline	Progress and Achievements reported 2016-2017
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.	CEO, EMDA, EMCCS and EA	Ongoing and when applicable	<ul style="list-style-type: none"> The Shire did not recruit any new employee during 2016/2017 and as such is not placed to comment on actions during this period. There is, however new employees in the following year and the recruitment process was followed accordingly.
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;	CEO, EMDA, EMCCS and WP	Ongoing and when applicable	<ul style="list-style-type: none"> The Shire does not have any employees with a disability.
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.	CEO, EMDA, EMCCS, WP and EHO	Ongoing and when applicable	<ul style="list-style-type: none"> In the event of a person may develop a disability, the Shire has consultants in place who will be able to assist in making changes to enable valuable staff members to continue working where possible.