



SHIRE OF COOROW

Disability Access & Inclusion Plan 2018 - 2023

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Disability Access & Inclusion Plan For The Shire Of Coorow

1. INTRODUCTION

The Shire of Coorow has adopted the following disability access and inclusion plan to ensure that people with disability can access Council facilities, functions and services. It is subject to annual review and may be amended and extended as priorities and needs change.

The plan includes:

- information on Council functions, facilities and services (both in-house and contracted);
- a policy statement about Council commitments to addressing the issue of access for people with disability, their families and carers;
- a description of the process used to consult with people with disability, their families & carer's and disability organisations and relevant Community groups;
- the identification of objectives and strategies to overcome barriers that people with disability identify 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, and
- information about how the plan is being communicated to staff and people with disability

2. RESPONSIBILITY FOR THE PLANNING PROCESS

The Manager of Regulatory Services was previously tasked with overseeing the development, implementation, review and evaluation of the plan, however due to staff changes the Community Development Officer is now responsible for this.

3. FUNCTIONS, FACILITIES AND SERVICES (BOTH IN-HOUSE AND CONTRACTED) PROVIDED BY THE SHIRE OF COOROW

The Shire of Coorow provides:

- **Services to property including:** construction and maintenance of roads, footpaths and cycle facilities; land development; waste collection and disposal; litter control and street cleaning; planting and caring for trees; numbering of buildings; street lighting and bush fire control.
- **Services to the Community including:** provision and maintenance of playing areas and Reserves; management of Recreation Centre, Libraries and information services: and environmental health services.
- **Regulatory services including:** Planning, Building, Health 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, Electors meetings and election of Council Members.

4. ACCESS POLICY STATEMENT

- The Shire of Coorow is committed to ensuring that the Community is an accessible Community for people with disability, their families and carers.
- The Shire of Coorow 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 Coorow 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 Coorow is committed to ensuring that its agents and contractors work towards the desired outcomes in the Disability Access and
- Inclusion Plan.
- The Shire of Coorow 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 Coorow.

Strategies:

- ensure people with disability are provided with an opportunity to comment on access to services;
- monitor the Shires Access and Inclusion policy to ensure it supports equitable access to services by people with disability throughout the various functions of Council;
- make Library and other technologies as accessible as possible;
- Council will ensure that any events are organised so that they are accessible to people with disability.

OUTCOME 2

People with disability have the same opportunities as other people to access the buildings and other facilities of the Shire Of Coorow.

Strategies:

- 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 quality and location;
- ensure that where practicable Parks and Reserves are accessible;
- increase the number of accessible playgrounds;
- improve access to beaches and the sea for people with disability and people using wheelchairs;
- ensure that public toilets meet the associated accessibility standards.

OUTCOME 3

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

Strategies:

- improve Community awareness that Council information can be made available in alternative formats upon request;
- improve staff awareness of accessible information needs and how to obtain information in other formats;
- ensure that Councils website meets contemporary good practice.

OUTCOME 4

People with disability receive the same level and quality of service from the staff of the Shire of Coorow as other people receive from the staff of the Shire of Coorow.

Strategies:

- 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 Councilor's about disability and access issues.

OUTCOME 5

People with disability have the same opportunities as other people to make complaints to the Shire of Coorow.

Strategies:

- ensure that current grievance mechanisms are accessible for people with disability.

OUTCOME 6

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

Strategies:

- improve Community awareness about the consultation process in place;
- improve access for people with disability to the established consultative process of Council;
- seek a broader range of views on disability and access issues from the local Community.

OUTCOME 7

People with disability have the same opportunities as other people to obtain and maintain employment with the Shire of Coorow.

Strategies:

- conduct regular education/information sessions for managers to improve awareness.
- Support local businesses to develop their access awareness and improve accessibility of people with disability in their workforce
- People with disability will be encouraged and supported to apply for roles with the organisation.
- Review employment practices annually (Equal Employment Opportunity plan) to ensure recruitment process and practices meet the requirement for the employment of people with disability.

5. PROGRESS SINCE 2013

The Shire of Coorow is committed to facilitating the inclusion of people with disability through the improvement of access to its facilities and services. Towards this goal the Shire adopted its first Disability Service Plan in 1995 to address the barriers within the Community for people with disability. The Disability Services Plan addressed both its statutory requirements under the *WA Disability Services Act (1993)* and its obligations under the *Commonwealth Disability Discrimination Act (1992)*.

Since the adoption of the initial Disability Access and Inclusion Plan, the Shire has implemented many initiatives and made significant progress towards better access.

Outcomes Initiated;

- Submissions are welcomed at any stage and recorded for future budget considerations if not acted upon immediately – *ongoing*.
- Capital works are noted in view of the DAIP, notable extensions of and construction of new footpaths – *ongoing*.
- Construction of new ACROD compliant ablution facilities in multiple communities – *ongoing*
- Information is readily available via multiple platforms, new platforms utilized and updated when required – *ongoing*.
- Staff responsibilities are updated regularly and passed onto new members – *ongoing*
- Any complaints are registered and passed onto the appropriate staff – *ongoing*
- Improved access to certain areas of foreshores and beaches – *ongoing*
- Consultation is advertised in the local newspaper, online via our Council website, new Facebook page and/or other social media platforms as well as in windows and counters of Shire offices – *ongoing*

6. COMMUNITY CONSULTATION PROCESS

In 2018, the Coorow Shire Council undertook a review of its Disability Access and Inclusion Plan 2013-18 via consult with key stakeholders to help draft a new Disability Access and Inclusion Plan to guide further improvements to access and inclusion. The process included:

- examination of the initial Disability Access and Inclusion 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;
- investigation of current short-falls in implementation of outcomes
- consultation with key staff; and
- consultation with the Community

In May 2018 the Community was informed through the local newspapers, posters on notice boards, posted on the Council website that Council was reviewing and updating its current Disability Access and Inclusion Plan to address the barriers that people with disability and their families experience in accessing council functions, facilities and services.

The Community was advised through these methods that they could provide input into the development of the plan via completing the survey which was available via multiple platforms (digital and print media). The Community was invited to contact Council officers in May 2018 to outline some/any of the difficulties they were experiencing in accessing Council services/facilities, events or in just getting around the Community.

Five surveys were completed with majority being from carers or from service providers of disability services. Of these surveys received 60% involved aged care, with the others representing cognitive disabilities and vision impairment.

The Shire of Coorow DAIP once compliant and adopted will be available on Councils website.

7. FINDINGS OF THE CONSULTATION

The review and consultation found that many of the initial objectives in the previous DAIP had been achieved and that a new plan was required to ensure currency and relevance. The review/consultation also identified a variety of new barriers to access inclusion, to be addressed in the DAIP

Areas that require improvements were identified as foreshores, beaches and cemeteries. Areas that have been identified as good or average accessibility were identified as Council meeting facilities, Shire offices, staff housing (18 Morcombe Rd, Leeman), footpaths, Community Resource Centers, public open spaces and parks & gardens.

It also saw many items such as footpaths as a priority but with immediate priority given to cemeteries and foreshore access.

8. ACCESS BARRIERS

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;
- suitable access for people with disability to picnic areas and playground equipment may not be meeting the needs of the Community;
- suitable beach and foreshore access in some areas may not be feasible or practical however attempts should be made to facilitate as much access as reasonably possible where practical; and
- provision of more suitable footpaths with disability access in all areas.

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 in setting timeframes for the completion of strategies to overcome these access barriers.

9. RESPONSIBILITY FOR IMPLEMENTING THE DISABILITY ACCESS AND INCLUSION PLAN

It is a requirement of the *Disability Services Act* that public authorities must take all practical measures to ensure that the DAIP is implemented by its officers, employees, agents and contractors. Implementation of the Disability Services and Inclusion Plan is the responsibility of all areas of Council.

Some actions in the Action Plan will apply to all areas of Council while others will apply to a specific area. The Action Plan sets out who is responsible for tasks that have been identified.

10. COMMUNICATING THE PLAN TO STAFF AND COMMUNITY

In May 2018 Council informed the Community through the local media/newspapers that Council was reviewing and updating its DAIP. The Community was requested to provide input into the plans development via a satisfaction survey available in print form from multiple facilities, online via the Shire website and available via request. Council advised, through the local newspapers, website and notice boards that copies of the finalised plan will be available to the Community upon request and in alternative formats if required, including hard copy in standard and large print, electronic format, by email in audio format on CD and on the Council website.

11. REVIEW AND EVALUATION MECHANISMS

The *Disability and Services Act* sets out the minimum review requirements for public authorities in relation to DAIPs. The DAIP which is a fluid document will be reviewed at least every 5 years, in accordance with the Act.

The DAIP implementation plan may be amended on a more regular basis to reflect progress in any access and inclusion issues which may arise. Whenever the DAIP is amended a copy of the amended plan will be lodged with the Department of Communities, Disability Services.

12. REVIEW AND MONITORING

- The Disability Access and Inclusion Planning Committee will meet annually and more frequently as required to review progress on the implementation of the strategies identified in the DAIP.
- The review of the Shires DAIP will be included in the 2018 - 2023 Plan which will be submitted to the department of Communities, Disability Services in 2018. The

report will outline what has been achieved under the Shires DAIP 2013 - 2018 Plan.

- The Committee will prepare a Report each year on the implementation of the DAIP for endorsement by Council.

13. REPORTING ON THE DISABILITY ACCESS AND INCLUSION PLAN

The *Disability Services Act* sets out the minimum reporting requirements for public authorities in relation to DAIP. Council will report on the implementation of its DAIP through its Annual Report on the prescribed proforma to the Disability Services Commission by the 30TH June each year, outlining:

- its progress towards the desired outcomes of its DAIP
- the progress of its agents and contractors towards meeting the seven desired outcomes, and the strategies it used to inform its agents and contractors of its Disability Access and Inclusion Plan. ie: via provision as part of the procurement package, provided a link to DAIP document, available via email

14. STRATEGIES TO IMPROVE ACCESS AND INCLUSION

The seven desired outcomes provide a framework for improving access and inclusion for people with disability in the Shire of Coorow.

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 COOROW.

Strategies

- ensure people with disability are provided with an opportunity to comment on access to services; **Ongoing – annual consultation**
- monitor Councils Access and Inclusion policy to ensure it supports equitable access to services by people with disability throughout the various functions of Council; **Ongoing**

- make Library technology as accessible as possible; **Ongoing**
- Council will ensure that any events are organised so that they are accessible to people with disability. **Ongoing**

OUTCOME 2

PEOPLE WITH DISABILITY HAVE THE SAME OPPORTUNITIES AS OTHER PEOPLE TO ACCESS THE BUILDINGS AND OTHER FACILITIES OF THE SHIRE OF COOROW.

Strategies

- ensure all buildings and facilities are physically accessible to people with disability; **Ongoing**
- ensure that all new or redevelopment works provide access to people with disability, where practicable; **Ongoing**
- ensure adequate ACROD parking to meet the demand of people with disability in terms of quality and location. **Ongoing**
- ensure that where practicable, parks and Reserves are accessible; **Ongoing**
- ensure the accessibility of playgrounds; **Ongoing**
- improve access to beaches and the sea for people with disability and people using wheelchairs; **Ongoing**
- ensure that public toilets meet accessibility standards and new facilities meet updated accessibility standards. **Ongoing**

OUTCOME 3

PEOPLE WITH DISABILITY RECEIVE INFORMATION FROM THE SHIRE OF COOROW IN A FORMAT THAT WILL ENABLE THEM TO ACCESS THE INFORMATION AS READILY AS OTHER PEOPLE ARE ABLE TO ACCESS IT.

Strategies

- improve Community awareness that Council information can be made available in alternative formats upon request; **Ongoing**
- improve staff awareness of accessible information needs and how to obtain information in other formats; **Ongoing**

- ensure that Councils website meets contemporary good practice. **Ongoing**

OUTCOME 4

PEOPLE WITH DISABILITY RECEIVE THE SAME LEVEL AND QUALITY OF SERVICE FROM THE STAFF OF THE SHIRE OF COOROW AS OTHER PEOPLE RECEIVE FROM THE STAFF OF THAT PUBLIC AUTHORITY.

Strategies

- improve staff awareness of disability and access issues and improve skills to provide good service to people with disability; **Ongoing**
- improve the awareness of new staff and new Councillors about disability and access issues. **Ongoing**

OUTCOME 5

PEOPLE WITH DISABILITY HAVE THE SAME OPPORTUNITIES AS OTHER PEOPLE TO MAKE COMPLAINTS TO THE SHIRE OF COOROW.

Strategies:

- ensure that current grievance mechanisms are accessible for people with disability. **Ongoing**

OUTCOME 6

PEOPLE WITH DISABILITY HAVE THE SAME OPPORTUNITIES AS OTHER PEOPLE TO PARTICIPATE IN ANY PUBLIC CONSULTATION BY THE SHIRE OF COOROW.

Strategies:

- improve Community awareness about the consultation process in place. **Ongoing**
- improve access for people with disability to the established consultative process of Council. **Ongoing**

- seek a broad range of views on disability and access issues from the local Community. **Ongoing**

OUTCOME 7

PEOPLE WITH DISABILITY HAVE THE SAME OPPORTUNITIES AS OTHER PEOPLE TO OBTAIN AND MAINTAIN EMPLOYMENT WITH THE SHIRE OF COOROW.

Strategies:

- Use inclusive recruitment practices. **Ongoing**
- Improve methods of attracting, recruiting and retaining people with disability. **Ongoing**
- Work with key disability employment support provider(s) to employ a person with disability. **Ongoing**

DISABILITY ACCESS & INCLUSION PLAN

IMPLEMENTATION PLAN

2018 - 2023

Existing Facility	Strategy	Task	Timeframe	Responsibility
Library Facilities	Make Library technology as accessible as possible	Continue to improve accessibility of technology and collection	Ongoing	Senior Management
Public Events	Council will ensure that any events are organised so that they are accessible to people with disability	Produce an Event Application Package which ensures the needs of people with disability are planned for and provided	Ongoing	Senior Management
All Facilities	Ensure that all new or redevelopment works provide access to people with disability, where practicable	Apply the Building Code of Australia – Australian Standards on access to all existing & new facilities & Emergency Services where practicable. All facilities allow for visually impaired access – line marking & raised footholds at intersections	Ongoing	Senior Management
All Facilities & Townsites	Ensure adequate ACROD parking where 'required' to meet the demand of people with disability in terms of quality & location	Undertake an audit of ACROD bays and implement a program to rectify any non-compliance. Consider the need for additional bays at some locations	Ongoing	Senior Management
Beach Facilities	Improve access to beaches and the sea for people using wheelchairs and the aged	Council installed Eco Camping nodes at Milligan Island with ACROD ablution facilities and stabilized crushed limestone beach access. Construct wheelchair access ramp at Dynamite Bay. The upgrade unisex ablution facilities as future budgets will allow. Investigate methods of providing access as problems arise.	Completed in 2017-18 Scheduled for 18-19 Ongoing Ongoing	Senior Management
Council Staff & Contractors	Ensure that Council staff, agents and contractors are aware of the relevant requirement of the <i>Disability Services Act</i> . Ensure Council staff are trained in accessible information needs.	Promote the Shires policy and procedures regarding the <i>Disability Services Act</i> requirements around agents and contractors through education and through induction process of new staff. Provide training to staff to raise awareness of access issues.	Ongoing	Senior Management

Existing Facility	Strategy	Task	Timeframe	Responsibility
Shire Offices	Ensure that Shire Offices and Council Chambers are physically accessible	Ongoing improvement to ensure suitable access to those people with disability	Ongoing	Senior Management & PMO
Coorow Shire Offices	Lacks a unisex disabled toilet	Investigate the options of providing a unisex disabled toilet for persons visiting or working in the Shire offices. This may involve major alterations to the building.	Ongoing as funding allows	Senior Management
Coorow Hall	Lacked indoor ACROD compliant toilets	Provision of new ACROD compliant ablution facilities when opportunity for upgrade/renovations becomes available	Completed 2016	Senior Management / Coorow CRC
Staff House - 18 Morcombe Road, Leeman	Generally accessible	Provide one staff house for disabled access	Completed 2013	Senior Management
Green Head Bowling Club	Ablutions inaccessible to patrons	Provide accessible doorway to ablution facility & upgrade to fit standards where applicable	Ongoing	Senior Management
Green Head Golf Club	Generally accessible to people with Disability	Provide Unisex toilet on 9 th hole	Ongoing	Senior Management

Existing Facility	Strategy	Task	Timeframe	Responsibility
<u>FOOTPATHS</u>				
Ocean View Drive, Green Head - 220m to existing foot path	Generally accessible	Provide disabled access to extension of foot path	Completed 2014	Manager of Works
Completion of footpath along Morcombe Rd to Thomas St, Leeman	Generally accessible	Provide disabled access via extension of foot path in front of aged care facilities and medical center to improve accessibility	2018-19	Manager of Works
Foot path extension Johns Street, Green Head – 280m	Generally Accessible	Provide disabled access to extension of foot path	Completed 2014	Manager of Works
Provide footpath along length of Commercial St	Generally Accessible	Provide disabled access to entire length of Commercial Street in Coorow	Completed 2016	Manager of Works
Provide footpath to Battersby St	Generally Accessible	Provide disabled access footpath along Battersby Street in Leeman	Completed 2015	Manager of Works
Provide footpath along Bothe St	Generally Accessible	Provide disabled access footpath along Bothe St towards Maley Park in Coorow	Completed 2017	Manager of Works
Green Head Road footpath extension to McDonald Place	Generally Accessible	Provide disabled accessibility via extension of foot path along length of housing area	Completed 2018	Manager of Works

Existing Facility	Strategy	Task	Timeframe	Responsibility
Coorow Golf Club	Generally compliant. Separate access is provided to upper Function room and lower areas. New Disabled Toilets have been provided	New facility disable access compliant	New facility compliant Completed	Senior Management
Green Head – Leeman Coastal Cemetery	Generally accessible to people with disabilities and those less able.	Provide wheelchair access footpath from carpark to internment area & shelter.	2018	MWS
Dynamite Bay	Generally accessible to people with disability. Compliant unisex disabled toilets.	Compliant, provision of lighting, disabled parking, pram ramps and pathways. Require upgraded facilities to comply.	Completed Ongoing	MWS Senior Management
Leeman Foreshore	Foot paths and ablutions compliant with requirements	Provision of handrails in non-disabled toilets. Provision of new ablutions facility on foreshore with unisex ACROD disabled access toilet. Provide disabled access pathway to toilets from carpark area	N/A 2017 Completed 2017 2018-19 or 19-20	MRS Senior Management
Point Louise Toilets	New facilities constructed with compliant disability access	New ablution facilities compliant	Completed	MRS
Public Jetty Access	Generally inaccessible to people with disability.	Remove obstacles (Seaweed) as required New jetties to be more accessible.	Ongoing Ongoing	Senior Management

Existing Facility	Strategy	Task	Timeframe	Responsibility
Leeman Boat Ramp	New boat ramp facilities and jetty to be compliant where possible. Ablutions be compliant with disability access standards.	Jetty to be accessible for those less abled where feasible and cleared of obstructions. Toilet facilities to be ACROD compliant	Completed 2014 Completed 2014	Senior Management Senior Management
Coorow Golf Club	Generally inaccessible to people with disability.	Provision of concrete pathway to northern end of Front Verandah. Provision of Unisex Disabled Toilet to South Western end of building in verandah area.	Ongoing Ongoing	Senior Management Senior Management
Coorow Bowling Club	Generally accessible to people with disability.	Compliant facilities to be provided on relocation	If Bowling club is to be relocated, new facility will be compliant.	Senior Management
Coorow Doctors Surgery	Has compliant Disabled Toilet and access.	Provision of railing to Reception Area Toilet. Provision of access ramps to entrance.	Completed Completed	MRS