

SHIRE OF MUKINBUDIN

DISABILITY ACCESS AND INCLUSION PLAN

2012 – 2017



This document was last reviewed in September 2012. A recent addition of a 7th Outcome was required by the Disability Services Commission and this has now been added to the Plan. For comment, please contact - admin@mukinbudin.wa.gov.au

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This plan is available upon request in alternative formats such as large print & electronic format (disk or E-mailed) Audio format and the Shire website at www.mukinbudin.wa.gov.au

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A. Background & History

- Shire of Mukinbudin

The Shire of Mukinbudin is a small rural community located near the eastern border of the Central Wheatbelt Region. The Shire takes its name from the main townsite named Mukinbudin. In the 1870s pastoralists took up large leases in excess of 20,000 acres to run sheep, plus land was also taken up by Sandalwood cutters and miners en-route to the goldfields. In 1910 the first farmers arrived to commence wheat growing on their 1,000 acre blocks, and it was some time before they added stock to what had been only a wheat growing enterprise. In 1920 the government decided to extend the railway line from Bencubbing to the Mukinbudin area, and the district surveyor, after inspecting the area, decided that a townsite was required. He advised that the local Farmers and Settlers Association wanted the townsite named Barlbarin instead of Muckenbooding, the name by which the area was then known. Land for the townsite was resumed in 1921, and by 1922 when the townsite was gazetted, the local settlers had changed their mind and now wanted it named Muckenbooding, although preferring a shortened spelling. The Surveyor General, H S King, decided it should be spelt Mukinbudin as noted in the gazettal notice of 30th June 1922. Muckenbooding is an Aboriginal name, first recorded use in 1889 for Muckenbooding Rock, however, the meaning of the name is not known.

In 1922 the townsite of Mukinbudin was part of the Nungarin Road Board. In 1933 a separate Road Board was established with Mukinbudin as its administrative centre with two smaller sidings within its boundaries – Bonnie Rock to the north and Lake Brown to the east of Mukinbudin, respectively.

Mukinbudin townsite is located 293 kilometres east north east of Perth. Mukinbudin is a long skinny Shire of 3,414 square metres in area. The population of the Shire is 700 people with approximately 400 people residing in the Mukinbudin townsite.

The main industry in Mukinbudin is cereal crop farming, plus some growing of sheep for the wool and meat trades. There is a small mineral sands mine to the west of Mukinbudin townsite on the Wyalkatchem/Koorda-Southern Cross Road.

While small, the Mukinbudin townsite has a pleasant and welcoming feel to it. The residential area is growing as people identify with the town and decide to live here rather than in a large city. The weather is generally good, although the farming community would like to see more rain each year during the winter/spring period. Each winter/early spring there will be a number of frosts over night, and in February/March there will a number of days with maximum temperatures above 35°C. A lack of built-up areas, along with clear skies, affords people excellent views of the heavenly objects.

Tourist attractions include the many granite outcrops scattered throughout the Shire and the nature reserve with diverse wildflowers and wildlife. A Bed & Breakfast is located on a farm to the north-east of Mukinbudin, from which visitors can readily travel to Beringbooding Rock, Joureding Rock, De-Eranning Rock, and Yanneymooning Rock, plus the Elachbutting Rock in neighbouring Westonia Shire. Wattoning Historical Site to the north of Mukinbudin townsite reflects the hardships of collecting water by the pioneers from a gnamma hole, a soak, and two rock lined wells. The Pioneer Botanical Walk along the southern boundary of the Mukinbudin townsite recognizes the contribution of pioneer and Aboriginal women in developing the District.

History is important to the community and a historical display has been compiled within the old Mukinbudin Railway Station building. A corrugated bulk grain silo built in 1949 by Mr Lloyd George Jones that was located 3 kilometres north of Mukinbudin townsite has been relocated into the town and is in the process of being re-erected to help preserve its unique design and to recognize the importance of the grain growing industry to the District. A 50's Farm Shed was recently constructed and was opened in early September 2007. Within this shed, locals can restore old farm tractors and other machinery and have them on display for visitors to see.

1. Responsibility for planning process

It is a requirement of the Disability Act 1993 that all local and state government authorities develop and implement a Disability Access and Inclusion Plan (DAIP) that outlines the ways in which the authority will ensure that people with disabilities have equal access to its facilities and services. This was completed and lodged with the Disability Services Council prior to 31st July 2012.

Other legislation underpinning access and inclusion includes the 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. While Action Plans are not compulsory under the DDA, they can assist organizations become more accessible and inclusive, and can provide some clarity during disability discrimination proceedings. A DAIP may also satisfy the DDA's requirements for Action Plans.

2. Functions, Facilities and Services (Both in-house and contracted) provided by the Shire of Mukinbudin

The Shire of Mukinbudin is governed by nine elected members of Council, who are responsible for an annual budget of about \$2.6 million. The Shire of Mukinbudin provides a range of functions, facilities and services including:

Services to property include: construction and maintenance of roads and footpaths; stormwater drainage; domestic waste collection and disposal, including recycling of certain domestic waste; waste motor oil collection facility; drumMUSTER collection services and facility; litter control and street cleaning; street tree and roadside tree pruning; bushfire control; dog control; and care and maintenance of parks and gardens.

Recreation Services to the community include: provision and maintenance of outdoor playing areas for football, cricket, hockey, basketball, and tennis, including lawn bowls, the public swimming pool facility, children's playground, and Pioneer Botanical Walk trail; plus provision and maintenance of the sporting complex with its social lounge/bar facilities and an indoor hall which caters for basketball/netball/volleyball.

General Services to the community include: providing rooms for the visiting doctor service; a public library; TeleCentre; provide and take bookings for the community bus; a little used drive-in centre; small caravan park; and cemetery.

Local Government Regulatory Services to the community include: planning processes; building control; environmental health; public health; and dog ranger service.

Local Government Administration Services to the community include: provision of general information to the public; lodging and resolution of complaints; collection of rates; vehicle licensing; firearms licensing; and dog registrations.

Processes of Local Government include: ordinary and special council and committee meetings; electors meetings; and election of council members.

3. Access and inclusion Policy statement for people with disabilities, their families and carers

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

The Shire of Mukinbudin 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 disabilities, providing them with the same opportunities, rights and responsibilities enjoyed by all other people in the community.

The Shire of Mukinbudin recognizes that people with disabilities are valued members of the community who make a variety of contributions to local social,

economic and cultural life. The Shire believes that a community that recognizes its diversity and supports the participation and inclusion of all its members makes for a richer community life.

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

4. Community consultation process

In 2012, the Shire reviewed its Disability Access and Inclusion Plan 2008-2012 (DAIP). Consultation was done via a survey to addresses known to the Shire along with consultation with businesses to identify access and inclusion barriers and a draft review of the DAIP 2012-2017 was prepared to guide further improvements to access and inclusion.

The process included:-

- Examination of the initial DAIP 2008-2012 and subsequent review reports submitted annually to the Disability Services Commission WA to see what has been achieved and what still needs to be considered/done;
- Examination of other council documents and strategies;
- Investigation of contemporary trends and good practice in access and inclusion;
- Consultation with Shire staff, businesses and the community.

Advertisements were placed in the local community newsletter asking for areas of access and inclusion people felt needed to be addressed and/or improved to help develop the Shire's new DAIP or to provide advice on aspects that should be included in the DAIP. At the conclusion of the circulation of the questionnaires and comment papers the DAIP was drafted by Shire staff and has been advertised for final public comment.

5. People with disabilities in the Shire of Mukinbudin

Based on the Australian Bureau of Statistics (ABS) Survey of Disability, Ageing and Carers (2009) which states that 18.5% of the population in WA has a disability, as the Shire population is 700 people, it is therefore estimated that 130 people living in the Shire have a physical disability. Due to the size of the population and its proximity to the Shire of Merredin, which is a regional centre, there are limited facilities provided in the Mukinbudin Shire for people living with disabilities although future plans are to ensure universal design for new projects undertaken by the Shire.

As a result of consultation with construction companies operating within Wheatbelt areas, recognition is being given to demographic research and emerging trends. This research identifies that many retired persons are electing to sell their homes in Perth and surrounding metropolitan areas for more affordable housing in the Wheatbelt. People considering a move to the Wheatbelt are influenced by the facilities available in the towns such as medical services and the accessibility and inclusivity of the towns. Towns with accessible public buildings, footpaths, shops and clubs are considered highly when choosing to relocate. This trend is being embraced at CEO level to encourage re-vitalisation and growth as more people choose to re-locate and settle into the towns. By recognising these current trends and the subsequent future needs of the local community we are better placed to prioritise areas for access and inclusion particularly with community and town building in mind. Please refer to the Shires Strategic Plan for more information.

There is no hospital in Mukinbudin although a 4 to 5 day medical service is provided through the Nursing Post for people in the Shire. In addition, once a week the Doctor from Kununoppin hospital visits Mukinbudin townsite and holds a clinic from a room in the Nursing Post building. The hospital in Kununoppin, a town in the Shire of Trayning is 60klm away and the volunteer ambulance service provides transport to and from this hospital and beyond. Several local residents give their time and resources to drive people to Merredin for medical appointments if they have no other means of getting there.

Public toilet facilities can be found outside the Council Administration Office, in the Recreation Centre, and the public toilets at the old Railway Station and all have facilities suitable for people with disabilities. There is aged accommodation available within the Mukinbudin townsite consisting of seven duplex units. The Shire has committed to the NEWROC scheme for the construction of up to three universal designed dwellings for rental.

6. Progress since 2008

The Shire of Mukinbudin is committed to facilitating the inclusion of people with disabilities through the improvement of access to its facilities and services. To meet this goal, the Council reviewed the 2008 – 2012 Disability Access & Inclusion Plan in order to address barriers for people with disabilities and ensure present and future needs for persons with disabilities is identified and addressed. Since adopting the plan, the Shire of Mukinbudin has implemented a number of initiatives, some of which are highlighted in Appendix 1.

B. Access and inclusion policy statement for people with disabilities, their families and carers

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

The Shire of Mukinbudin also interprets an accessible and inclusive community as one in which all Council functions, facilities, and services (both in-house and contracted) are inclusive and accessible for people with disabilities as they are for other people in the wider community. The Shire will endeavour to the best of the Shires capacity to meet the needs of persons with disabilities.

To this end the Shire of Mukinbudin will strive to –

- recognise that people with disabilities are valued members of the community who make a variety of contributions to local, social, economic, and cultural life.
- believe that a community that recognizes its diversity and supports the participation and inclusion of all its members makes for a richer community life.
- believe that people with disabilities, their families and carers should be supported to remain living and participating in the community.
- be committed to consulting with people with disabilities, their families and carers, and the community in general, to ensure that barriers to access and inclusion are appropriately addressed.
- be committed to supporting local community groups and other relevant organizations to facilitate the inclusion of people with disabilities through access to information, services, and facilities in the community.
- be committed to ensuring that its agents and contractors work towards the desired outcomes in the Town's DAIP.

The Shire of Mukinbudin is also dedicated to achieving the seven desired outcomes through its DAIP. They are:-

- 1) People with disabilities, their families and carers have the same opportunities as other people to access the services of, and any events organized by, the Shire of Mukinbudin.
- 2) People with disabilities have the same opportunities as other people to access all buildings of a public nature, plus other facilities provided by the Shire of Mukinbudin.
- 3) People with disabilities receive information from the Shire of Mukinbudin in a format that will enable them to access the information as readily as other people are able to access it.
- 4) People with disabilities receive the same level and quality of service from the staff of, and contractors/agents to, the Shire of Mukinbudin.

- 5) People with disabilities have the same opportunities as other people to make complaints to the Shire of Mukinbudin.
- 6) People with disabilities have the same opportunities as other people to participate in any public consultation process with the Shire of Mukinbudin.
- 7) People with disability have the same opportunities as other people to obtain and maintain employment with the Council.

C. Development of the Disability Access and Inclusion Plan (DAIP)

Responsibility for the planning process

An Access and Inclusion Planning Committee (AIPC) was re-established in May 2012 comprising of the Shire administration staff. Advertising for comment on the DAIP was invited through the local paper and posted on the Shire website. The Shire of Mukinbudin's reviewed Disability Access and Inclusion Plan is for the period of 2012 – 2017.

Community Consultation Process

In April 2012, the Shire of Mukinbudin undertook to review its Disability Access Plan to guide further improvements to access and inclusion. The process included:

- ✓ Examination of the current Disability Access Plan and subsequent progress reports to see what has been implemented to date, and to decide which areas require ongoing attention;
- ✓ Consultation with key staff;
- ✓ Consultation with key members of the community.

The Disability Services Regulations 2004 set out the minimum consultation requirements for public authorities in relation to Disability Access and Inclusion Plans. Local Governments must call for submissions, either general or specific, by notice in a newspaper circulating in the Local Government area or on any website maintained by or on behalf of the Local Government.

The following consultation methods were used:-

- ✓ In July 2012 a public notice was published in the local fortnightly newsletter advising the community that the Shire of Mukinbudin is conducting a review of the Disability Access & Inclusion Plan and asked for people to either contact the shire by phone or write into the Shire to make suggestions/recommendations of issues related to access and inclusion that should be included in the revised Plan.
- ✓ The Shire CEO personally contacted a couple of local residents living with disabilities who may wish to be part of the working committee.

Findings of the Review

The review found that a number of objectives listed in the reviewed Disability Access & Inclusion Plan had been achieved and that a new plan was required to

further address remaining access barriers and issues as required by the current legislation.

- **Access Barriers**

The review identified a variety of remaining barriers to access and inclusion to be addressed in the DAIP.

There has been a range of barriers identified in the DSP that still require redress. The remaining access and inclusion barriers include:

- The front counter at the Shire administration building to include a lower section to improve access to staff over the counter;
- access from pathways to laundry and ablution facilities at the Mukinbudin Caravan Park needs to be sloped at 1:14 gradient rather than via the current steps

The identification of these and the evolution of identified barriers to access and inclusion formed the development of strategies in this DAIP. The barriers where identified have not been prioritised; they will be dealt with individually on a case by case basis in order to allow flexibility should a need become more pressing or more readily addressed through appropriate funding and works. This approach assists in coordinating for the completion of strategies to overcome those access and inclusion barriers.

Responsibility for implementing the DAIP

It is a requirement of the Disability Services Act 1993 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 DAIP is the responsibility of all areas of the Shire of Mukinbudin. All of the actions in the Implementation Plan will apply to the Mukinbudin townsite and where identified within the Shire gazetted boundary. The Implementation Plan sets out who is responsible for each action.

Communicating the plan to staff and people with disabilities

- On completion, a copy of the Disability Access and Inclusion Plan was distributed to other members of the Shire administration staff for comment.
- Council advertised the DAIP in its local newsletter advising that copies can be obtained from the Shire administration office, and to seek public comment on the DAIP.
- Copies of the DAIP will be made available via the Shire's website, as well as in alternative formats on request.
- As DAIPs are amended, both Shire staff and the community will be advised of the availability of updated plans.

Review and evaluation mechanisms

The Disability Services Act 1993 outlines the minimum review requirements for public authorities in relation to DAIPs. The Shire of Mukinbudin's current DAIP will be reviewed at least every 5 years, in accordance with the Disability Services Act 1993. The DAIP Implementation Plan may be amended on a more regular basis to reflect progress and to action any access and inclusion issues as they arise. Whenever the Shire's DAIP is amended, a copy of the amended plan will be lodged with the Disability Services Commission.

Review and monitoring

- The DAIP will be reviewed and submitted to the Disability Services Commission by the 31 July each year. The report will outline what has been achieved under the Shire of Mukinbudin DAIP.

D. REPORTING ON THE DAIP

The Disability Services Act 1993 sets out the minimum reporting requirements for public authorities in relation to DAIPs.

The Shire of Mukinbudin will report on the implementation of its DAIP through the annual report and the prescribed proforma to the Disability Services Commission by 31 July each year, outlining:

- Progress towards the desired outcomes of its DAIP;
- Progress of its agents and contractors towards meeting the six desired outcomes; and
- The strategies used to inform its agents and contractors of its DAIP.

E. STRATEGIES TO IMPROVE ACCESS AND INCLUSION

The six desired outcomes provide a framework for strategies aimed at improving access and inclusion for people with disabilities. The following strategies will be reflected in Council's 2012-2017 Implementation Plan.

Outcome 1:

People with disabilities have the same opportunities as other people to access the services of, and any events organized or sponsored by Council.

Strategies	Timeline
Consult people with disabilities on their need for services and the accessibility of current services	July each year
Monitor the Shire services to ensure equitable access and inclusion	Ongoing
Promote the inclusion of the DAIP values and goals into other Shire plans and strategies	Ongoing as required
That events provided and/or funded are accessible and inclusive to people with disabilities	Ongoing per event

Engage with the 'You're welcome' at AccessWA to assist with implementing and broadcasting the Shires access and inclusion for people with disabilities and to promote this to businesses and groups within the Shire	Ongoing
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Outcome 2:

People with disabilities have the same opportunities as other people to access the buildings and other facilities provided by Council.

Strategies	Timeline
Progress public building upgrades to incorporate standards for access and requested additional needs for access	Ongoing as required
Redevelopment building works to have where practical mobility disability access and disability access where required	Ongoing where required
New building works have mobility disability access and disability access where required	Ongoing where required
Advocate to local businesses the benefits of accessible venues and the importance where identified of requirements for disabled access	Ongoing
Engage with the 'You're welcome' at AccessWA to assist with implementing and broadcasting the Shires access and inclusion for people with disabilities and to promote this to businesses and groups within the Shire	Ongoing

Outcome 3:

People with disabilities receive information from Council in a format that will enable them to access the information as readily as other people are able to access it.

Strategies	Timeline
Make available Council and Shire information on request in suitable electronic form to assist visually and hearing impaired persons to easily understand information published	Ongoing as requested
When information is available in physical form that it is easily accessible and also available in another format on request to assist persons to easily understand information published	Ongoing as requested

Outcome 4:

People with disabilities receive the same level and quality of service from Council staff as other people receive from the staff of Council.

Strategies	Timeline
Maintain the existing and future confidence and professionalism of staff to work together with persons with disabilities	Ongoing
Staff to be encouraged to identify any areas where the quality of service to people with disabilities can be initiated and/or improved	Ongoing per staff meetings

Outcome 5:

People with disabilities have the same opportunities as other people to make complaints to Council.

Strategies	Timeline
Maintain the existing and future staff confidence and professionalism to interact with persons with disabilities when complaints are being lodged	Ongoing
Make available on request mediums suitable for persons with disability to lodge complaints	Ongoing as requested

Outcome 6:

People with disabilities have the same opportunities as other people to participate in any public consultation by Council.

Strategies	Timeline
Public consultation is facilitated in suitable buildings to permit inclusion of persons with mobility disabilities	Ongoing
On request that suitable technology is made available to assist persons with disability participate in public consultation	Ongoing as requested

Outcome 7:

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

Strategies	Timeline
Incorporate a statement on each position description and job advertisement that the Shire is an equal opportunity employer.	Ongoing
Undertake to monitor the needs of any Council employee	Ongoing as

with a disability and to address those needs where possible to maintain their employment.	required
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APPENDIX 1

Progress Since 2008 to 2012 under the Disability Access and Inclusion Plan

Outcome 1:

People with disabilities have the same opportunities as other people to access the services of, and any events organized or sponsored by Council.

- The Shire Library has increased the number of audio books (talking books) and large print books held at the library, and these are regularly rotated through the WA LISA rotation program. These books are located at easily accessible levels and are well signed.
- Successful funding applications to facilitate capital works on the Shire office to improve accessibility
- Successful uploading of the Shires DAIP
- Positive relationships developed between other Shires through NEWROC grouping allowing a central exchange point of ideas and developments
- Spring festival main events are held in the Town Hall to facilitate persons with mobility disabilities, a main cause of disability within the Shire.

Outcome 2: Access at Council Buildings and Facilities Improved

- A public toilet block has been constructed at the Shire caravan park that is suitable for people with disabilities.
- The recently approved swimming pool upgrade incorporates a ramp into the pool.
- Footpaths along the main street have been replaced with brick paving allowing undulations as they occur to be readily leveled out.
- Access ramps from footpaths to road surface have been provided in certain areas and the kerbs painted to clearly mark them for people who are visually impaired.
- Shoe mat at front entrance has been recessed into the walkway
- Auto door has been installed at the main entrance to the Shire offices
- Uneven pavement in main street has been leveled and monitoring in place to ensure it stays that way

- Pram ramps to allow minimal trip hazard from road to footpath
- Disabled toilet signage is to appropriate standard and with braille

**Outcome 3:
Information about Functions, Facilities and Services is provided in Formats which meet the Communication Needs of People with Disabilities**

- The Shire advertised through the local Council newsletter that Council information is available in alternative formats upon request.
- Staff are aware of how to reformat information to assist people to access Shire information
- Shire has invested in a new website that meets and exceeds good practice

**Outcome 4:
Staff Awareness of the Needs of People with Disabilities and Skills in Delivering Advice and Services are Improved**

- Council staff continue to assist persons to help arrange travel to essential service, access books and audio for their enjoyment and to assist in information understanding.

**Outcome 5:
Opportunities are provided for People with Disabilities to Participate in Public Consultation, Grievance Mechanisms and Decision Making Processes**

- The Shire provides information through public documents regarding all Council agreed new works
- On election days the Shire ensures that buildings are accessible and that modified polling booths are available.
- The Shire staff have proven themselves to be most understanding and very giving in assistance towards people with disabilities

Outcome 6:

People with disabilities have the same opportunities as other people to participate in any public consultation by Council.

- Shire staff and officers have assisted people with disabilities to access and be included in all Council discussions and functions on request
- Staff provide and explain the purpose of the Council function or meetings in a professional manner

Outcome 7:

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

Strategies	Timeline
Incorporate a statement on each position description and job advertisement that the Shire is an equal opportunity employer.	Ongoing
Undertake to monitor the needs of any Council employee with a disability and to address those needs where possible to maintain their employment.	Ongoing as required

Shire of Mukinbudin
Disability Access and Inclusion Plan

IMPLEMENTATION PLAN

2012 – 2017

Implementation Plan 2012 - 2017

The Implementation Plan itemizes what the Shire of Mukinbudin will be undertaking in 2012-2017 to improve access and inclusion to Shire services, information and facilities for people with disabilities.

The Implementation Plan is presented using a table to outline the:

- individual tasks being undertaken;
- timeline for completion of the individual tasks;
- officer position or part of the public authority with responsibility for completing the individual tasks; and
- the broad strategy that the individual tasks are supporting.

As outlined in the Shire of Mukinbudin's DAIP, many of the broad strategies will not be completed in 2012-2017; however individual tasks to support the achievement of those strategies may well be undertaken in part or whole in 2012-2017 through the Implementation Plan.

Broad strategies that will not be achieved in 2012-2017 will be supported by tasks outlined in future Implementation Plans.

Outcome One:

People with disabilities have the same opportunities as other people to access the services of, and any events organized or sponsored by Council.

Strategies	Task	Timeline	Responsibility
Consult people with disabilities on their need for services and the accessibility of current services	<ul style="list-style-type: none"> ✓ Shire staff to document all concerns and requests and report to the appropriate shire officer where disability access and inclusion is not being fully met or can be improved ✓ Bring up the topic of access and inclusion at all meetings attended by staff and councilors. 	2012-2017	Administration Staff, CEO, DCEO and PEHO/BS
Monitor the Shire services to ensure equitable access and inclusion	<ul style="list-style-type: none"> ✓ Staff to be encouraged to speak about access and inclusion issues in all services performed by the Shire ✓ Staff to be invited to bring up identified concerns about access and inclusion 	Continuing	Administration Staff, CEO, DCEO, Works Manager and PEHO/BS
Promote the inclusion of the DAIP values and goals into other Shire plans and strategies	<ul style="list-style-type: none"> ✓ Incorporate and review DAIP values and intent in the Shires Strategic Plan ✓ Monitor new and reviewed Shire plans where DAIP values can be incorporated 	Continuing	CEO, DCEO and PEHO/BS
That events provided and/or funded are accessible and inclusive to people with disabilities	<ul style="list-style-type: none"> ✓ That public events within the Shire are planned incorporating the 'Creating Accessible Events Checklist' ✓ That privately run events are introduced to the 'Creating Accessible Events Checklist' and encouraged to implement 	Continuing for each event	Administration Staff, CEO, DCEO, Works Manager and PEHO/BS

Outcome One (Continued):

People with disabilities have the same opportunities as other people to access the services of, and any events organized or sponsored by Council.

Strategies	Task	Timeline	Responsibility
Engage with the 'You're welcome' at AccessWA to assist with implementing and broadcasting the Shires access and inclusion for people with disabilities and to promote this to businesses and groups within the Shire	<ul style="list-style-type: none">✓ Nominate staff to liaise with 'You're welcome' at AccessWA to prepare for and initiate a site visit to the Shire to identify accessible places and building✓ Encourage businesses and groups to be part of the 'You're Welcome' package✓ Update the website to better broadcast the shires 'You're Welcome' features	2014	CEO, DCEO and PEHO/BS

Outcome Two:

People with disabilities have the same opportunities as other people to access the buildings and other facilities provided by the Shire of Mukinbudin.

Strategies	Task	Timeline	Responsibility
Public building inspections to also consider standards for access and requested additional needs for access	<ul style="list-style-type: none">✓ Inspection of public building to include review of access for persons with mobility disabilities✓ Incorporate into inspection reports submissions for funding to implement access upgrades✓ Discuss with people using buildings at time of inspection about any access issues	Continuing	PEHO, DCEO and Handyman

Outcome Two (Continued):

People with disabilities have the same opportunities as other people to access the buildings and other facilities provided by the Shire of Mukinbudin.

Strategies	Task	Timeline	Responsibility
Redevelopment building works to have where practical mobility disability access and disability access where required	<ul style="list-style-type: none"> ✓ That the Shires building officer is involved at the early building design stage to ensure compliance with the disability requirements in buildings ✓ Whilst new building projects are being work-shopped that consultation is done to invite comment on access and inclusion matters 	Continuing	PEHO, DCEO and CEO
New building works have mobility disability access and disability access where required	<ul style="list-style-type: none"> ✓ That the Shires building officer is involved at the early building design stage to ensure compliance with the disability requirements in buildings ✓ Whilst new building projects are being work-shopped that consultation is done to invite comment on access and inclusion matters 	Continuing	PEHO, DCEO and CEO
Advocate to local businesses the benefits of accessible venues and the importance where identified of requirements for disabled access	<ul style="list-style-type: none"> ✓ Introduce to existing and new businesses in the Shire a 'You're welcome' kit and promote the benefits ✓ Invite local businesses to participate in 'You're welcome' onsite inspections 	Continuing	PEHO, DCEO and CEO

Outcome Two (Continued):

People with disabilities have the same opportunities as other people to access the buildings and other facilities provided by the Shire of Mukinbudin.

Strategies	Task	Timeline	Responsibility
Engage with the 'You're welcome' at AccessWA to assist with implementing and broadcasting the Shires access and inclusion for people with disabilities and to promote this to businesses and groups within the Shire	✓ Arrange inspections with the 'You're welcome' staff from AccessWA to identify access and inclusion positives and negatives and strive towards listing the Shire as an accessible and inclusive destination	2014	PEHO and DCEO

Outcome Three:

People with disabilities receive information from Council in a format that will enable persons to access the information as readily as other people are able to access it.

Strategies	Task	Timeline	Responsibility
<p>Make available Council and Shire information on request in suitable electronic form to assist visually and hearing impaired persons to easily understand information published</p>	<ul style="list-style-type: none"> ✓ Provide staff with access to information that assist with digital document reformatting ✓ Provide staff with access to alternative avenues of communications such as computer enhanced speaking documents ✓ Liaise with the telecentre staff to highlight available technology for the needs of people with hearing and visual disabilities 	<p>Continuing</p>	<p>DCEO and Administration staff</p>
<p>When information is available in physical form that it is easily accessible and also available in another format on request to assist persons to easily understand information published</p>	<ul style="list-style-type: none"> ✓ That paper copies of public accessible documents are provided on request in an agreeable format such but not limited to CDROM to permit formatting of text and/or speaking document ability via a PC ✓ All public documents to be made available at the Shire front counter 	<p>Continuing</p>	<p>DCEO and Administration staff</p>

Outcome Four:

People with disabilities receive the same level and quality of service from Council staff as other people receive from the staff of Council.

Strategies	Task	Timeline	Responsibility
That shire staff are confident and professional when interacting with persons with disabilities	✓ Maintain the existing confidence and professionalism of Shire staff in dealings with customers and warrant this for future employees. Education resources available through DSC, WALGA and other suitable education assets will be used	Continuing	DCEO and Administration staff
Staff to be encouraged to identify any areas where the quality of service to people with disabilities can be initiated and/or improved	✓ Encourage staff at the appropriate staff meetings to raise access and inclusion issues that could need investigation	Continuing	CEO, DCEO, Administration staff and 'outside' staff

Outcome Five:**People with disabilities have the same opportunities as other people to make complaints to Council.**

Strategies	Task	Timeline	Responsibility
Maintain the existing and future staff confidence and professionalism to interact with persons with disabilities when complaints are being lodged	✓ Maintain the existing confidence and professionalism of Shire staff in dealings with customers and warrant this for future employees. Education resources available through DSC, WALGA and other suitable education assets will be used	Continuing development and training and mentoring new staff	CEO, DCEO & senior admin staff
Make available on request mediums suitable for persons with disability to lodge complaints	✓ Maintain the existing and new staff capabilities to assist people where appropriate with methods for making complaints that suit individual needs	Continuing development and training and mentoring new staff	CEO, DCEO & senior admin staff

Outcome Six: People with disabilities have the same opportunities as other people to participate in any public consultation by Council.

Strategies	Task	Timeline	Responsibility
Public consultation is facilitated in suitable buildings to permit inclusion of persons with mobility disabilities	<ul style="list-style-type: none"> ✓ Include in notifications of public consultation the option to request a building suitable for particular access ✓ Plan meetings in buildings best suited to achieve maximum inclusion of all persons with consideration of maximum number allowed 	Continuing as needed	CEO, DCEO & Admin staff CEO, DCEO, PEHO/BS & Admin staff
On request that suitable technology is made available to assist persons with disability participate in public consultation	<ul style="list-style-type: none"> ✓ Include in notifications of public consultation the option to request technology/devices that will assist people to participate ✓ Prepare counter staff to receive requests for technology/devices and that this request is expedited to the responsible officer to arrange 	Continuing as needed	CEO, DCEO & Admin staff CEO, DCEO, PEHO/BS & Admin staff

Outcome Seven:

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

Strategies	Task	Timeline	Responsibility
Incorporate a statement on each position description and job advertisement that the Shire is an equal opportunity employer.	✓ Include the equal opportunity statement in all position descriptions and job advertisements issued by the Council.	Continuing.	CEO, DCEO & Admin staff
Undertake to monitor the needs of any employee with a disability and to address those needs where possible to maintain their employment.	✓ Ensure the needs of disabled people are monitored through performance reviews and routine checks where staff are known to have a disability.	Continuing.	CEO, DCEO & Admin staff