

**DISABILITY ACTION AND INCLUSION PLAN 2020-2025
IMPLEMENTATION PLAN- PROGRESS 2025-2026**

13.2.2 DAIP 2020-2025 - Implementation Plan Progress 2526

Outcome 1: SERVICES AND EVENTS			
People with disability have the same opportunities as other people to access the services of, and any events organised, by the Shire of Broomehill-Tambellup.			
Strategy	Task	Actions -2025-2026	Progress 2025-2026
1.1	Ensure that people with disability are consulted on their need for services and the accessibility of current services.	1.1.1 Review feedback mechanisms for use by all services, provided or funded.	Review Customer Service Charter. The review of Customer Service Charter commenced in 2025, with the Customer Experience Strategy survey completed. This, in part, sought feedback from the community on their experiences communicating with the Shire, noting all methods that were available, and the ease of communication. Responses of 'Very Good' or ' Good' were returned: - Ease of getting in touch: 85% - Helpfulness of staff: 75% - Professionalism and courtesy: 65% The Customer Experience Strategy project is currently on hold.
		1.1.2 Review consultation guidelines for all future reviews of services.	Call for participants and establish focus group prior to review of DAIP in 2025 The proposed focus group did not proceed. The review of the Disability Access and Inclusion Plan, which has commenced with the distribution of a survey (online and hard copy) will provide the opportunity to gather details of interested people for future consultaton.
1.2	Monitor Shire services to ensure equitable access and inclusion.	1.2.1 Conduct systematic reviews of the accessibility of Shire services.	Consultation to be commenced for review of Disability Access and Inclusion Plan In May 2026 a community survey was distributed online and in hard copy, seeking feedback on the accessibility of Shire services, events, buildings, facilities, information,, customer service, consultation, complaints and feedback mechanisms and employment opportunities. The analysis of the responses will provide further options for small group consultation to focus on issues raised. Respondents have been provided the option to include their contact details for follow up. Feedback to the survey will provide the opportunity to develop an action plan for rectification of barriers, with budget allocation and external funding options to be considered.
		1.2.2 Rectify identified barriers and provide feedback to consumers.	
1.3	Develop links between the DAIP and other Shire plans and strategies.	1.3.1 Incorporate the objectives and strategies of the DAIP into the Shire's existing planning processes, particularly the Strategic Community Plan.	Consider DAIP utcomes in review of corporate plans The Council adopted the Ten Year Footpath Plan 2026-2036 which provides a framework and proposed budget to progressively improve surface treatments and connectivity of pathway networks in Broomehill and Tambellup. The Equal Employment Opportunity Management Plan 2025-2027 was adopted in December 2025, incorporating strategies to support diversity and inclusion in employment.
1.4	Ensure that events, whether provided or funded, are accessible to people with disability.	1.4.1 Ensure all events are planned using the Accessible Events checklist.	Information for accessibiity considerations for public events has been updated (Life Without Barriers) on the Shire's website and links provided to event organisers. The Shire's event application requests consideration by organisers about the needs of peoplke with disabilities attending the event.
1.5	Improve access to the information in the library.	1.5.1 Provide large print books for relevant community members	Large print books are available and promoted by both libraries . The Shire's website includes information about the various online platforms that are available to patrons and assistance can be provided by library staff if required. Ipdas and tablets are available at the libraries for patrons to borrow, with support provided.

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IMPLEMENTATION PLAN- PROGRESS 2025-2026

13.2.2 DAIP 2020-2025 - Implementation Plan Progress 2526

Outcome 2: BUILDINGS AND FACILITIES			
People with disability have the same opportunities as other people to access the buildings and other facilities of the Shire of Broomehill-Tambellup.			
Strategy	Task	Actions -2025-2026	Progress 2025-2026
2.1 Ensure that all buildings and facilities meet the standards for access and any demonstrated additional need.	2.1.1 Undertake inspections to identify access barriers to buildings and facilities.		Public Building Accessibility Checklist developed, to be utilised during annual building inspections. Outcomes will be prioritised for future budget and funding consideration.
	2.1.2 Prioritise and make a submission to Council to commence work on rectifying identified barriers.		From previous inspections, the need for a ramp at the front of the Tambellup Hall was identified. Funding from the Stronger Communities Program, matched by the Council, enabled the construction of a ramp with handrails in 2026, providing enhanced accessibility for those with impaired mobility, but also members of the community with young children in prams. The installation of acoustic paneling in the Broomehill Hall, Tambellup Community Pavilion and Shire Council Chambers has enhanced accessibility by making communication and participation easier for people with hearing impairments and other disabilities that affect communication and sensory processing. Landscaping works were completed at the Broomehill Recreational Complex to continue the project to improve access to the oval. The works included the construction of the landing and last section of pathway to link the building to existing paths on the south side, and the installation of handrails on the new steps. The Tambellup Town Trail linkage to the Gordon River picnic area and walk trail was completed, with the construction of a sealed path from Tambellup West Road to the gazebo and BBQ, improving access for people with impaired mobility.
2.2 Ensure that all new or redevelopment works provide access to people with disability, where practicable.	2.2.1 Ensure that the legal requirements for access are met in all plans for new or redeveloped buildings and facilities, including footpath upgrades.		The plans for the redevelopment of the Tambellup Youth Centre have been finalised, with works to progress in 2026-2027. The plans include compliant access to the building, and an accessible bathroom. Projects contained in the The Ten Year Footpath plan 2026-2036 will assist to ensure that townscape paths are compliant.
	2.2.2 Ensure that no development application is signed off without a declaration that it meets the legal requirements.		No applicable (public facility) development applications received
	2.2.3 Ensure that key staff are trained and kept up to date with the legal requirements.		The Building Surveyor provides relevant advice.
2.3 Ensure that ACROD parking meets the needs of people with disability in terms of quantity and location.	2.3.1 Undertake an audit of ACROD bays and implement a program to rectify any non-compliance.	Are additional bays required? Implement	All bays are compliant.
	2.3.2 Consider the need for additional bays at some locations.		Nil required.
2.4 Advocate to local businesses and tourist venues the requirements for, and benefits flowing from, the provision of accessible venues.	2.4.1 Provide information (available on the DSC website), on the needs of people with disability and of legal requirements and best practice.	Promote to business through FB, website notice	Links maintained on website to Life Without Barriers and Australian Human Rights Commission re accessibility for businesses
	2.4.2 Promote access to business.		
	2.4.3 Make access information available on the Shire's website	Check for updates	
2.5 Ensure that all recreational areas are accessible.	2.5.1 Conduct audit of halls, sports pavilions and playgrounds.	Schedule and undertake audits/inspections	Public Building Accessibility Checklist developed, to be utilised during annual building inspections. Outcomes will be prioritised for future budget and funding consideration.
	2.5.2 Develop and implement a program of progressive upgrade, taking into consideration feedback from the community.	Prioritise and budget for works from inspections	Playground safety inspections were completed in 2025-2026. The findings will inform a program of maintenance and upgrades, which will incorporate accessibility considerations.

DISABILITY ACTION AND INCLUSION PLAN 2020-2025

IMPLEMENTATION PLAN- PROGRESS 2025-2026

13.2.2 DAIP 2020-2025 - Implementation Plan Progress 2526

Outcome 3: INFORMATION			
People with disability receive information from the Shire of Broomehill-Tambellup in a format that will enable them to access the information, as readily as other people are able to access it.			
Strategy	Task	Actions -2025-2026	Progress 2025-2026
3.1	Ensure that the community is aware that Shire information is available in alternative formats upon request.	3.1.1 Ensure that all documents carry a notation that it is available in alternative formats on request.	Ensure notation is on all documents
		3.1.2 Publicise the availability of other formats in the local newsletter.	Ensure advice is in local newsletter, website
3.2	Improve employee awareness of accessible information needs and how to provide information in other formats.	3.2.1 Ensure information relating to State Government Access Guidelines for Information, Services and Facilities is up to date and available to staff on the Shire's internal records system	Check guidelines for updates, ensure staff are aware of location of information on internal drive.
3.3	Ensure that the Shire's website meets contemporary good practice.	3.3.1 Monitor website to ensure content complies with the W3C web content guidelines.	Check website for compliance - Market Creations
3.4	Budget for and provide interpreters to significant events on request.	3.4.1 Make budget provision for interpreters and advertise the availability of the service.	Budget provision annually
Outcome 4: SERVICE QUALITY			
People with disability receive the same level and quality of service from the employees of the Shire of Broomehill-Tambellup as other people receive.			
Strategy	Task	Actions -2025-2026	Progress 2025-2026
4.1	Ensure that Elected Members and employees are aware of access needs and can provide appropriate services.	4.1.1 Determine training needs of Elected members and employees and conduct training as required	Investigate and deliver training for staff
4.2	Improve community awareness of disability and access issues.	4.2.1 All public documents state that they are available in different formats	Ensure notation is on all documents.
Outcome 5: COMPLAINTS			
People with disability have the same opportunities as other people to make complaints to a public authority.			
Strategy	Task	Actions -2025-2026	Progress 2025-2026
5.1	Ensure that grievance mechanisms are accessible for people with disability and are acted upon.	5.1.1 Review current grievance mechanisms and implement any recommendations.	Continue review of Customer Service Charter
		5.1.2 Develop other methods of making complaints, such as web-based forms.	
		5.1.3 Promote accessible complaints mechanisms to the community.	

DISABILITY ACTION AND INCLUSION PLAN 2020-2025

IMPLEMENTATION PLAN- PROGRESS 2025-2026

Outcome 6: CONSULTATION				
People with disability have the same opportunities as other people to participate in any public consultation by the Shire of Broomehill-Tambellup.				
Strategy	Task	Actions -2025-2026	Progress 2025-2026	
6.1	Ensure that people with disability are actively consulted about the DAIP and any other significant planning processes.	6.1.1 Consult people with disability in a range of different consultation mediums, e.g. focus group, interviews, surveys.	Consultation to be commenced for review of Accessibility and Inclusion Plan	In May 2026 a community survey was distributed online and in hard copy, seeking feedback on the accessibility of Shire services, events, buildings, facilities, information,, customer service, consultation, complaints and feedback mechanisms and employment opportunities. The analysis of the responses will provide further options for small group consultation to focus on issues raised.
		6.1.2 Develop a register of people to provide comment on access and inclusion issues.		Survey respondents have been provided the option to include their contact details for follow up on this, or any other Shire planning process. These details will be recorded and an ongoing consultation list maintained.
6.2	Ensure that people with disability are aware of and can access other established consultative processes.	6.2.1 Ensure agendas, minutes and other documents are available on request in alternative formats and are published on the Shire’s website.		Notation is on all Council agendas and minutes. This is to be progressed as documents are reviewed. Notation of availability of alternate formats is on Shire Website 'Council Meetings' page. In accordance with amendments to the <i>Local Government Act 1995</i> , Ordinary Council meetings are recorded with recordings uploaded to the Shire's website. Community consultation opportunities are promoted through Topics, the Shire's social media, and website.
Outcome 7: EMPLOYMENT				
People with disability have the same opportunities as other people to obtain and maintain employment with the Shire of Broomehill-Tambellup.				
Strategy	Task	Actions -2025-2026	Progress 2025-2026	
7.1	Use inclusive recruitment practices and improve methods of attracting, recruiting and retaining people with disability.	7.1.1 Monitor Diversity Questionnaire feedback for disability requirements/changing needs.	Circulate Diversity Questionnaire	Completed.
		7.1.2 Job advertisements are in an accessible format (e.g.; 12 or 14 pt., Arial) and include reference to the Shire being an Equal Opportunity Employer.		Employment vacancies are advertised through multiple platforms - Shire website, Facebook, SEEK, LG Pro and Careers at Council. Print ads placed in Topics, local newspapers. Print versions are in accessible fonts. Microsoft Word accessibility checklist on file.
		7.1.3 Ensure interview venues are accessible.		All interviews held at Tambellup Administration office - accessible venue
		7.1.4 Consider job flexibility with regard to location and work hours.		Positions are reviewed on a as-needed basis.
		7.1.5 Ensure job descriptions contain sufficient detail of tasks and skills required.		Review of position descriptions to contemporise is ongoing.
		7.1.6 Consult with Disability Employment Services (providing a free service for employers) for advice, when applicable.		Nil 2025/2026
		7.1.7 Ensure development opportunities are available.		Nil 2025/2026
7.2	Ensure policies and procedures are regularly reviewed	7.2.1 Occupational Health and Safety Policy		Policy Manual full review due October 2026
		7.2.2 Workplace accessibility	Conduct workplace assessment annually using Job Seeker Workplace Accessibility checklist.	Not completed
		7.2.3 Procedures manual	Implement as required, monitor	Procedures are subject to ongoing review.