

DISABILITY ACTION AND INCLUSION PLAN 2020-2025
IMPLEMENTATION PLAN - 2022/2023 PROGRESS

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 Broomehill-Tambellup.					
Strategy		Task	Who	2022-2023	Progress
1.1	Ensure that people with disability are consulted on their need for services and the accessibility of current services.	<ul style="list-style-type: none"> Review feedback mechanisms for use by all services, provided or funded. 	SSPO	Review feedback mechanisms - are they still relevant/appropriate?	Consider online feedback form for 2023/2024
		<ul style="list-style-type: none"> Review consultation guidelines for all future reviews of services. 	SSPO	Call for expressions of interest from people with disability (or stakeholders) to form 'focus group' for consultation - will need to advertise through Topics/FB/website	Not implemented. Consider bringing forward 2024/2025 Corporate Business Plan action 2.1.10 Establish DAIP focus group
1.2	Monitor Shire services to ensure equitable access and inclusion.	<ul style="list-style-type: none"> Conduct systematic reviews of the accessibility of Shire services. Rectify identified barriers and provide feedback to consumers. 	MGRS		Review of services based on customer feedback - no complaints or other comments received
1.3	Develop links between the DAIP and other Shire plans and strategies.	<ul style="list-style-type: none"> Incorporate the objectives and strategies of the DAIP into the Shire's existing planning processes, particularly the Strategic Community Plan. 	CEO/SSPO	Review Strategic Community Plan, Corporate Business Plan this year	Strategic Community Plan and Public Health Plan adopted, resulting in Corporate Business Plan initiatives: 2.1.10 Establish DAIP focus group 3.5.1 Expand corporate bowls concept, limited season, all abilities modified sports program 9.3.6 Accessible public events, 9.3.7 Active participation in recreational activities for all ages 12.2.1 Undertake a building assessment framework to prioritise Shire building assets for major maintenance and upgrade works 12.4.2 Promote online library resources 12.4.3 Define people friendly public spaces and ensure good Wi-fi and device charging including libraries
1.4	Ensure that events, whether provided or funded, are accessible to people with disability.	<ul style="list-style-type: none"> Ensure all events are planned using the Accessible Events checklist. 	SSPO	Circulate information internally and to community orgs	Information on file has been provided to community groups however we need to source and/or develop updated information

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1.5	Improve access to the information in the library.	<ul style="list-style-type: none"> Provide large print books for relevant community members 	LIBRARY OFFICERS	Source and promote alternative library services for people with disability	Large print books are available and stock is regularly rotated. Library page on Shire website includes information on alternative online platforms available to patrons and assistance available if required.
Outcome 2: 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		2022-2023	
2.1	Ensure that all buildings and facilities meet the standards for access and any demonstrated additional need.	<ul style="list-style-type: none"> Undertake inspections to identify access barriers to buildings and facilities. 	MOW/BMO	Undertake inspections	Building inspections not completed
		<ul style="list-style-type: none"> Prioritise and make a submission to Council to commence work on rectifying identified barriers. 	MOW/BMO	<ul style="list-style-type: none"> 1. Handrails to Tambellup oval steps - complete if not already done 2. Budget for Tambellup Hal upgrades - progressive from 2023-2024 3. Consider outcomes from inspections for budget 4. Improve access to Holland Park toilets from carpark 	<ul style="list-style-type: none"> 1. Not done - included in 2023/2024 budget 2. On hold - full assessment of building to be undertaken 3. Building inspections not completed 4. To be completed 2023/2024
2.2	Ensure that all new or redevelopment works provide access to people with disability, where practicable.	<ul style="list-style-type: none"> Ensure that the legal requirements for access are met in all plans for new or redeveloped buildings and facilities, including footpath upgrades. 		Consider access requirements for Tambellup townscaping plans and other planned works, Youth Centre upgrade	<ul style="list-style-type: none"> 1. BH Heritage Precinct - paved access through grounds and to display shed. 2. Broomehill Townscape Works - includes footpath ramps where required, improved access to Museum. 3. Holland Park - includes all abilities swing 4. Youth Precinct upgrade - planning underway, includes improved access to The Zone building, ablutions 5. Tambellup Cemetery 5 Year Plan - planning includes provision for additional seating and shade, disabled parking
		<ul style="list-style-type: none"> Ensure that no development application is signed off without a declaration that it meets the legal requirements. 			

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		<ul style="list-style-type: none"> Ensure that key staff are trained and kept up to date with the legal requirements. 	BS/MOW/BMO	Building Surveyor, Manager of Works, Building Maintenance Officer - ongoing	No specific action
2.3	Ensure that ACROD parking meets the needs of people with disability in terms of quantity and location.	<ul style="list-style-type: none"> Undertake an audit of ACROD bays and implement a program to rectify any non-compliance. 	MOW	Audit existing bays, ensure compliance - Norrish St (Health Centre), Tambellup Community Pavilion, Tambellup VFES, Broomehill PS, Broomehill Recreational Complex?	Tambellup Health Centre bay remarked following community feedback.
		<ul style="list-style-type: none"> Consider the need for additional bays at some locations. 	MOW	Are additional bays required? Implement	Nil this year
2.4	Advocate to local businesses and tourist venues the requirements for, and benefits flowing from, the provision of accessible venues.	<ul style="list-style-type: none"> Provide information (available on the DSC website), on the needs of people with disability and of legal requirements and best practice. 	SSPO	Promote to business through FB, website notice	Not completed - updated information required
		<ul style="list-style-type: none"> Promote access to business. 	SSPO		
		<ul style="list-style-type: none"> Make access information available on the Shire's website. 	SSPO	Check for updates	Link to Disability Services is on website, needs updating with content and new links
2.5	Ensure that all recreational areas are accessible.	<ul style="list-style-type: none"> Conduct audit of halls, sports pavilions and playgrounds. 	MOW/BMO	Audit: Holland Park, Diprose park, Broomehill Hall, Tambellup Hall, Broomehill Recreational Complex, Tambellup Community Pavilion, Youth Centre 'The Zone', Skate Parks, Crawford St park.	Audits/inspections not completed
		<ul style="list-style-type: none"> Develop and implement a program of progressive upgrade, taking into consideration feedback from the community. 	MOW/BMO	Outcomes from audit to inform upgrade plan. Budget submission for funds to commence upgrade plan	Audits/ inspections not completed

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Outcome 3: 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		2022-2023	
3.1	Ensure that the community is aware that Shire information is available in alternative formats upon request.	<ul style="list-style-type: none"> Ensure that all documents carry a notation that it is available in alternative formats on request. 	EXA	Ensure notation is on all documents	Notation is on all agendas and minutes, not on other corporate documents.
		<ul style="list-style-type: none"> Publicise the availability of other formats in the local newsletter. 	SSPO	Ensure advice is in local newsletter, website	Notation is on Shire Website ' Council Meetings' page..
3.2	Improve employee awareness of accessible information needs and how to provide information in other formats.	<ul style="list-style-type: none"> 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 	SSPO	Check guidelines for updates, ensure staff are aware of location of information on internal drive.	Nil updates, available but needs to be communicated to staff
3.2	Ensure that the Shire's website meets contemporary good practice.	<ul style="list-style-type: none"> Monitor website to ensure content complies with the W3C web content guidelines. 	SSPO	Check for compliance - Market Creations	Website complies with W3C.
		<ul style="list-style-type: none"> Budget for and provide interpreters to significant events on request. 	EXA	Budget provision annually	No specific budget - no requests for this service to date. Refer to Free Interpreting Service for LG Authorities: https://www.tisnational.gov.au/Agencies/Charges-and-free-services/About-the-Free-Interpreting-Service/Free-Interpreting-Service-for-local-government-authorities.aspx
		<ul style="list-style-type: none"> Make budget provision for interpreters and advertise the availability of the service. 	EXA	Budget provision annually	No specific budget - no requests for this service to date. Refer to Free Interpreting Service for LG Authorities: https://www.tisnational.gov.au/Agencies/Charges-and-free-services/About-the-Free-Interpreting-Service/Free-Interpreting-Service-for-local-government-authorities.aspx

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Outcome 4: 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		2022-2023	
4.1	Ensure that Elected Members and employees are aware of access needs and can provide appropriate services.	<ul style="list-style-type: none"> Determine training needs of Elected members and employees and conduct training as required 	EXA	Investigate and deliver training for staff	Not complete - 2023/024 action in conjunction with Council elections
4.2	Improve community awareness of disability and access issues.	<ul style="list-style-type: none"> All public documents state that they are available in different formats 	EXA	Ensure notation is on all documents.	Notation is on all agendas and minutes.
			SSPO	Consider broader community awareness - Promote International Day of People with Disability 3 December https://www.idpwd.com.au/get-involved/communities/	Facebook post uploaded- 3 December 2022.

Outcome 5: People with disability have the same opportunities as other people to make complaints to the Shire of Broomehill-Tambellup.

Strategy		Task		2022-2023	
5.1	Ensure that grievance mechanisms are accessible for people with disability and are acted upon.	<ul style="list-style-type: none"> Review current grievance mechanisms and implement any recommendations. 	MGRS	Review Customer Service Charter - methods of providing feedback	Reviewed May 2022 - no changes made
		<ul style="list-style-type: none"> Develop other methods of making complaints, such as web-based forms. 	SSPO	Consider web-based form to website	Not implemented - for discussion SMT
		<ul style="list-style-type: none"> Promote accessible complaints mechanisms to the community. 	SSPO	Promote in 'Topics' monthly	Feedback methods are promoted monthly

Outcome 6: People with disability have the same opportunities as other people to participate in any public consultation by the Shire of Broomehill-Tambellup.

Strategy		Task		2022-2023	
6.1	Ensure that people with disability are actively consulted about the DAIP and any other significant planning processes.	<ul style="list-style-type: none"> Consult people with disability in a range of different consultation mediums, e.g. focus group, interviews, surveys. 	SSPO	Call for expressions of interest from people with disability (or stakeholders) to form 'focus group' for consultation - advertise through Topics/FB/website	Not implemented. Consider bringing forward 2024/2025 Corporate Business Plan action 2.1.10 Establish DAIP focus group
		<ul style="list-style-type: none"> Develop a register of people to provide comment on access and inclusion issues. 	SSPO		

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6.2	Ensure that people with disability are aware of and can access other established consultative processes.	<ul style="list-style-type: none"> Ensure agendas, minutes and other documents are available on request in alternative formats and are published on the Shire's website. 	EXA	Notation on documents, advice in 'Topics' monthly	Notation is on all agendas and minutes, but not other documents. Advice is provided on the Shire website ' Council Meetings' page.
Outcome 7: People with disability have the same opportunities as other people to obtain and maintain employment with the Shire of Broomehill-Tambellup.					
Strategy		Task		2022-2023	
7.1	Use inclusive recruitment practices and improve methods of attracting, recruiting and retaining people with disability.	<ul style="list-style-type: none"> Monitor Diversity Questionnaire feedback for disability requirements/changing needs. 	MFA	Circulate Diversity Questionnaire	Circulated as part of Equal Employment Opportunity annual return - nil requirements 2022/2023
		<ul style="list-style-type: none"> 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. 	SSPO	Conduct workplace assessment annually using LG Pro Workplace Accessibility checklist. Implement as required, monitor	Employment vacancies are advertised through multiple platforms - website, Facebook, print ads in Topics, local newspapers. Print versions are in accessible fonts. Microsoft Word accessibility checklist on file.
		<ul style="list-style-type: none"> Ensure interview venues are accessible. 	MGRS		All interviews held at Tambellup Administration office - accessible venue
		<ul style="list-style-type: none"> Consider job flexibility with regard to location and work hours. 	MGRS		No requirement 2022/2023
		<ul style="list-style-type: none"> Ensure job descriptions contain sufficient detail of tasks and skills required. 	SSPO		All PDs reviewed at staff changeover and annual Performance Review
		<ul style="list-style-type: none"> Consult with Disability Employment Services (providing a free service for employers) for advice, when applicable. 	SSPO		Nil 2022/2023
		<ul style="list-style-type: none"> Ensure development opportunities are available. 	MGRS	Nil 2022/2023	
7.2	Ensure policies and procedures are regularly reviewed	<ul style="list-style-type: none"> Occupational Health and Safety Policy 	WAO	Review every three years	Last review - 2021
		<ul style="list-style-type: none"> Workplace accessibility 	BMO	Conduct desktop or physical workplace assessment annually using LG Pro Workplace Accessibility checklist	Not completed
		<ul style="list-style-type: none"> Procedures manual 	MGRS		