

Shire of Hall's Creek

DAIP

2022 – 2027

Implementation Plan

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Implementation Plan

For the range of state government access checklists and supporting information for DAIP implementation, please go to <http://www.disability.wa.gov.au/business-and-government1/business-and-government/disability-access-and-inclusion-plans/implementing-your-daip/access-and-inclusion-resource-kit/>

Outcome 1: People with disability have the same opportunities as other people to access services of, and any event organised by, the Shire of Hall's Creek.

Strategy	Task	Timeline	Responsibility
1.1 Continue to ensure the DAIP is linked with the Shire's Community Strategy strategic plan and any other Shire strategies to embed inclusive practice across the organisation	1.1.1 Ensure the Plan is a referenced as part of other Shire community/strategic planning. 1.1.2 Become familiar with the expectations and opportunities in the State Disability Strategy 2020-2030 document to guide service development. https://www.wa.gov.au/government/document-collections/state-disability-strategy-2020-2030	as per strategic planning timetable	CEO
1.2 Develop and maintain strategic partnerships with key agencies (such as disability service providers, mental health, frail aged), to	1.2.1 Identify key agencies and ensure contact details are up to date. 1.2.2 Continue to be informed of the NDIS rollout in the Kimberley region and identify key agencies (Halls Creek will transfer to the NDIS by December 2018)	Annually Ongoing	DYCD

<p>maximise access to services for people with disability, including supporting local interagency meetings</p>	<p>https://www.ndis.gov.au/about-us/our-sites/WA/rollout.html</p> <p>1.2.3 Identify and implement ways to support local interagency meetings, ie provide venue, speakers, administration</p> <p>1.2.4 Ensure a calendar of local interagency meetings is available to dovetail any opportunities for information updates, guest speakers etc with engaged services.</p> <p>1.2.5 Liaise with relevant government and non-government agencies regarding services needed by the community.</p>	<p>From June 2022</p> <p>Rolling agenda item at meetings.</p>	<p>Shire representative at meetings</p>
<p>1.3 Maintain a directory of local services and organisations to ensure current information and contact details are readily available.</p>	<p>1.3.1 Maintain directory 1.3.2 Refer to Prime Minister & Cabinet 1.3.3 Place on Shire website 1.3.4 Create content</p>	<p>Review annually</p>	<p>DYCD</p>
<p>1.4 Keep informed and involved with current public health research, initiatives and services; the Kimberley roll out of the NDIS and other State and Federal government initiatives impacting on the Shire and</p>	<p>1.4.1 Identify relevant research, initiatives and services and ensure in receipt of e-newsletters and other information sharing strategies. 1.4.2 Continue to be informed as to community issues</p>	<p>Ongoing</p> <p>Ongoing</p>	<p>DYCD</p>

community of Halls Creek.			
1.5 Ensure the Accessible Events checklist is available on the shire website, along with grant information, for all Shire and community events.	<p>1.5.1 Make the Accessible Events guidelines and checklist available on the document management system. http://www.disability.wa.gov.au/Global/Publications/Understanding%20disability/Built%20environment/Accessible%20events%20checklist.pdf</p> <p>http://www.disability.wa.gov.au/Global/Publications/Understanding%20disability/Built%20environment/Accessible%20events%20guide.pdf</p> <p>1.5.2 Promote checklist to staff.</p> <p>1.5.3 Review the Accessible events checklist to ensure relevant to Halls Creek shire ie list of equipment</p>	<p>Ongoing</p> <p>Annually and on purchase of any equipment</p>	DCS
1.6 Research equipment available to enhance the hearing augmentation at events.	<p>1.6.1 Seek feedback from community and neighboring shires on equipment others are using.</p> <p>1.6.2 Research products available (example only - http://pages.madisontech.com.au/audioropa)</p> <p>1.6.3 Request funding for product</p>		DCS

Outcome 2: People with disability have the same opportunities as other people to access the buildings and other facilities of the Shire of Hall's Creek

Strategy	Task	Timeline	Responsibility
2.1 Prioritise replacement of the heavy doors at the Visitor Centre, Shire Administration and Post Office.	<p>2.1.1 Conduct access audit to ensure upgrades ensure a continuous Path of Travel therefore identifying any further access issues that may hinder project. Develop strategy and costing for replacements.</p> <p>2.1.2 Integrate all remedial works identified into the works schedule</p>		DAI
2.2 Ensure access and inclusion is integral to all projects from the planning stage and throughout implementation, including use of an Accessible building checklist is used when planning and designing any public facilities or undertaking major refurbishments.	<p>2.2.1 Develop a process to ensure access and inclusion is integral to all projects from planning to completion.</p> <p>2.2.2 Develop an accessible building checklist and keep up to date with legislative requirements and best practice. http://disability.wa.gov.au/Global/Publications/For%20business%20and%20government/DAIPs/Buildings-and-facilities-checklist-for-Outcome-2-and-Outcome-7.pdf</p> <p>2.2.3 Ensure that the advice of an Access Consultant and identified local interested parties (ie Disability Service Providers) is sought where required when planning and designing any public facilities or undertaking major refurbishments.</p> <p>2.2.4 Provide best practice access information and advice to private property developers as relevant.</p>	Review annually and as relevant legislation changes.	DAI

	http://www.disability.wa.gov.au/business-and-government1/business-and-government/information-for-developers-/		
2.3 Where access barriers fall outside the responsibility of the Shire, advocate to relevant authorities and other organisations to improve accessibility for residents with disability.	see 2.4 2.3.1 Engage with authorities such as Main Roads regarding upgrades/projects to ensure access is considered at all stages (ref to authority's DAIP where applicable) ie https://internetst.mainroads.wa.gov.au/AboutMainRoads/ourCommitmentsToYou/Pages/Disability.aspx		DHRS
2.4 Review Shire facilities at rest stops and camp grounds within the Shire boundaries.	2.4.1 Develop and implement Audit schedule 2.4.2 Develop refurbishment/development schedule and seek funding.	as per schedule – at least annually	DHRS
2.5 Continue to audit Shire buildings and facilities against access requirements and develop a works schedule considering continuous path of travel philosophy.	see 1.1 2.5.1 Ensure audits conducted against current legislation and best practice examples. http://www.disability.wa.gov.au/business-and-government1/business-and-government/disability-access-and-inclusion-plans/legislation/ http://www.disability.wa.gov.au/business-and-government1/business-and-government/information-for-developers-/		SEHO

	<p>https://www.humanrights.gov.au/advisory-notes-access-premises</p> <p>http://www.disability.wa.gov.au/business-and-government1/business-and-government/disability-access-and-inclusion-plans/daip-initiatives-and-examples/</p> <p>https://ddadesign.com.au/designing-clear-paths-of-travel/</p> <p>2.5.2 Provide information and/or training to relevant staff on the continuous path of travel in induction process resources: https://www.and.org.au/DFD/dfd-06-07-continuous-accessible-path-of-travel.html</p> <p>https://www.guidedogs.com.au/education/accessibility</p>		DCS
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Outcome 3: People with disability receive information from the Shire of Hall's Creek in a format that will enable them to access the information as readily as other people are able to access it.

Strategy	Task	Timeline	Responsibility
3.1 Inform the community that documents are available in alternative formats on request via the Shire Website and in the library and front office.	<p>3.1.1 Identify ways of meeting communication needs of different language groups, ensuring communication is in plain English.</p> <p>3.1.2 Consider the use of local radio to provide information to the community.</p> <p>3.1.3 Put statement re alternative formats on website and notice on front desk.</p> <p>3.1.4 Review the Shire Style Guide for documentation and promotional material, and ensure it includes how to provide Accessible Information. http://www.disability.wa.gov.au/Global/Publications/Understanding%20disability/Built%20environment/accessibleinformationpolicy.pdf</p>	<p>From February 2022</p> <p>Review annually as technology changes.</p>	Document author CEOEA
3.2 Ensure that staff are aware of how to provide information in alternative formats on request.	3.2.1 Identify external agency that can provide resource if required.		CEOEA
3.3 Develop strategies to ensure communication needs	3.3.1 Subject to requests by customer, liaise with language centre as required.		CEOEA

<p>of the different language groups and diverse groups in the Shire are met.</p>			
<p>3.4 Continue to use a variety of methods to disseminate information to the community, including local radio, notice boards and website.</p>	<p>3.4.1 Review policy to ensure inclusion of Disability</p>		<p>DYCD</p>
<p>3.5 Review the website to ensure compliance to the W3C Accessibility Guidelines, and develop a schedule of ongoing audits to ensure continual compliance</p>	<p>3.5.1 Review the website and ensure it complies with the W3C Accessibility Guidelines, including offering alternatives to PDFs. (see 1.1 and 2.1)</p> <p>http://www.w3.org/standards/webdesign/accessibility</p>		<p>DCS</p>
<p>3.6 Library services continue to facilitate access to alternative format resources such as Large Print and Audio collections through access to the WA state library collection.</p>	<p>3.6.1 Library services to ensure its alternative format resources such as Large Print and Talking Book collections meet community demand.</p>		<p>DCS</p>

Outcome 4: People with disability receive the same level and quality of service from the staff of the Shire of Hall's Creek as other people receive.

Strategy	Task	Timeline	Responsibility
4.1 Continue to conduct training on access and inclusion for staff across all areas, including provision of induction training on DAIP requirements to new staff and elected members.	<p>4.1.1 Ensure Staff are made aware of the new DAIP once endorsed.</p> <p>4.1.2 Provide induction training on access and inclusion to new staff and elected members.</p> <p>4.1.3 Conduct training on access and inclusion for staff across all areas, at least every two years and provide training tailored to staff requirements in different areas of Council.</p>	April 2023	CEO
4.2. Make a range of relevant and up to date access resources (such as links to the Access Guidelines, Access Resource Kit, Employment Toolkit) and other useful disability information available to staff.	<p>4.2.1 Make a range of access resources available, such as links to the <i>Access Guidelines</i>, <i>Access Resource Kit</i>, <i>List of Access Consultants</i>, <i>Employment resources</i> and other useful disability information. Promote these to staff. (see web link at start of this document)</p> <p>4.2.2 Review resources annually to ensure information provided is up to date and contemporary.</p> <p>4.2.3 Identify key dates for awareness raising in line with community issues ie Mental health Week, International Day of disability</p>		DES

	4.2.4 identify experts in the community and invite them to share information with staff.		
4.3. Increase the knowledge of relevant staff in relation to current public health issues with the support of Community Health Plans as well as a whole of Shire Public Health Plan required under the Act.	see 1.4 4.3.1 develop strategy		DHRS

Outcome 5: People with disability have the same opportunities as other people to make complaints to the Shire of Hall's Creek

Strategy	Task	Timeline	Responsibility
5.1 Ensure that all staff are able to promote and implement the Shire complaints process.	5.1.1 Promote the Shire's complaints processes to staff and the community.		DCS
5.2 Ensure that there are multiple avenues for people to make complaints and provide feedback to the Shire.	5.2.1 Review complaints process to ensure that people with access needs are supported to have their complaints addressed. 5.2.2 Make changes as per outcome of review.	After 5.2.1	DCS
5.3 Promote customer service charter through Council	5.3.1 Develop Charter. 5.3.2 promote charter		DCS
5.4 Review and report on all complaints relevant to	5.4.1 Review current collection of data from complaints, determine changes		DCS

access and inclusion in the Shire.			
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Outcome 6: People with disability have the same opportunities as other people to participate in any public consultation held by the Shire of Hall's Creek

Strategy	Task	Timeline	Responsibility
6.1. Implement ways of gathering regular input from the community regarding disability access and inclusion matters.	6.1.1 Identify and implement ways of gathering input from the community eg online, advisory groups, requests for input on access to new facilities and services.		DYCD
6.2. Ensure that Council meetings and information are accessible.	6.2.1 Follow the Accessible Events and Accessible Information guidelines and checklists when planning and running Council meetings, including agendas, papers and minutes.		CEOEA
6.3. Ensure that meetings and forums held as part of community consultations are planned and implemented according to accessible events guidelines.	6.3.1 Follow the Accessible Events and Accessible Information guidelines and checklists when planning and running the committee meetings, including agendas, papers and minutes 6.3.2 Provide the meeting papers in other local languages on request.		CEOEA

Outcome 7: People with disability have the same opportunities as other people to gain and maintain employment at the Shire of Hall's Creek

Strategy	Task	Time line	Responsibility
7.1 Continue to develop an inclusive culture that supports and encourages employees with disability.	7.1.1 Review EEO and other HR policies and procedures to ensure they do not discriminate against people with disability.		CEOEA
7.2 Carry out an access audit of workplaces.	7.2.1 Carry out an access audit of workplaces. 7.2.2 Ensure new council buildings or refurbishments meet the Access to Premises – Buildings Standard, and follow enhanced standards for fit out and other areas not covered by the BCA.		DHRS
7.3.Ensure any new council buildings or refurbishments meet the Access to Premises – Buildings Standard, and other relevant standards	7.3.1 Promote an inclusive culture that supports and encourages employees with disability.		DHRS

	<p>7.3.2 Use the DSC employment Toolkit to guide recruitment and employment of people with disability. http://www.disability.wa.gov.au/business-and-government1/business-and-government/employing-people-with-disability--disability-services-commission-disability-wa/</p> <p>7.3.3 Ensure employees have access to adaptive equipment. https://www.jobaccess.gov.au/employers</p> <p>7.3.4 Establish employment pathways for employees with disability to establish clear career development opportunities.</p>		
7.4. Use LG Professionals Lighthouse project resources to guide recruitment and employment of people with disability	7.4.1 Identify any barriers in current recruitment process.		CEOEA

https://www.lgprofessionalswa.org.au/Lgmawa/News Menu/LighthouseProject/The Lighthouse Project.aspx	7.4.2 Amend recruitment process as per guidelines		
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