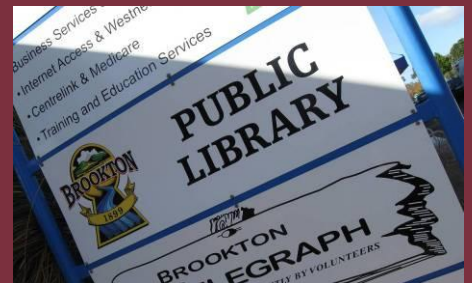


# Disability Access & Inclusion Plan 2018-2023



November 2017

This document is available in  
alternative formats on request.





## DISABILITY ACCESS & INCLUSION PLAN 2018-2023

This plan is available in alternative formats on request. These include:

Electronic format

Hard copy format in both standard and large print

An audio format

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## Acknowledgements

The Shire of Brookton acknowledges the input received from many individuals and groups within the community, which has been invaluable in the preparation of this Disability Access and Inclusion Plan.

# About Brookton

## The Shire of Brookton

The Shire of Brookton is located in the Central Wheatbelt and covers an area of 1,626 km<sup>2</sup>. The area is predominantly mixed cropping and livestock, with increasing hay production since the establishment of two export hay facilities. Brookton has recently been experiencing a changing population due to the movement of retirees and other mature-aged people to the area.

The principal town site of Brookton is located on the Brookton Highway 138km from Perth. The town was established in 1899, and has a current population of approximately 1,000.

It has numerous facilities including a residential aged care facility, a district high school, an array of sporting clubs, recreational facilities, accommodation, hotels, retail stores and agricultural sales and services.

The Shire of Brookton believes that people with diverse needs who live in country areas should be supported to remain in the community of their choice. To identify the support most appropriate to offer the shire has committed to continue to review barriers to access and inclusion within the district with the objective to systematically implement strategies to remove or minimise as many of them as possible.

The strategies and plans outlined in this DAIP for 2018-2023 are intended to enhance and improve disability access and inclusion in the Shire district in order to encompass the diverse needs and requirements of people with disability that live and visit the Brookton area.

### Functions, facilities and services provided by the Shire of Brookton

The Shire of Brookton is responsible for a range of functions, facilities and services. These are provided both directly and indirectly through contractors.

Services to property including Shire owned buildings, roads and paths; waste collection and disposal, land drainage and development.

Services to the community including playing areas, parks, gardens, reserves, sporting and recreation facilities, caravan park, cemetery, library, community bus, community events, health and aged care services.

Regulatory services including planning, building approvals, ranger services, environmental health, bush fire control and heritage preservation.

General administration and process of government services including payment of fees, lodging of complaints, council meetings, elections, local laws, and community engagement.

The Shire of Brookton has some existing facilities and services which support people with disabilities. These include:

- The Brookton Library, operated by the Brookton Community Resource Centre which provides large print books, videos and audio books.
- Memorial park has play equipment designed for wheelchair accessibility

## **People with disability in the Shire of Brookton**

A disability may be defined as any physical, sensory, neurological, intellectual, cognitive, or psychiatric condition that can impact on a person's lifestyle and/or everyday function.

There are many types of disabilities, including sensory, physical, intellectual, cognitive, neurological and psychiatric disabilities. As a result some people may have difficulty with mobility, hearing, vision or communication.

Disability can occur at any time in a person's life. For some, the disability begins at birth. For others, it can be the result of a sporting or motor vehicle accident. Other people acquire disability later in life through various illnesses or ageing. Some disability can affect a person's ability to communicate, interact with others, learn or get about independently. A disability can impact on a person's employment, education, recreation, accommodation and leisure opportunities.

The 2016 census had 44 people identify as having a disability living within the Shire, or 4.5% of the permanent population of 975. These people stated as having a profound disability requiring assistance with core tasks of self-care, mobility or communication.

In the same census, 108 people spent time in the two weeks prior to census night providing unpaid care, help or assistance to family members or others because of a disability, a long term illness or problems related to old age. This does not include work done through a voluntary organisation or group.

It is anticipated that these numbers will rise with the aging population. According to the ABS survey, 50% of people aged over 60 identified themselves as having a disability. In Brookton, 35% of the population are over 60.

Visitation numbers to the Shire of Brookton are very high due to the Shire's highway convergence of the Great Southern Highway and the Brookton Highway. Further consideration needs to be given to how the Shire, in the provision of public facilities, and the business community can facilitate and accommodate the needs of visitors.

## **Planning for better access**

The Western Australia Disability Services Act requires all Local Governments to develop and implement a Disability Access and Inclusion Plan (DAIP) to ensure that people with disability have equal access to its facilities and services.

Other legislation underpinning access and inclusion includes the Western Australia 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.

Planning to provide good access for people with disability will also provide benefits to other members of the community who may be disadvantaged in terms of access such as parents with prams, seniors, people who have a temporary disability, small children and people from cultural and linguistically diverse backgrounds.



## Achievements from Brookton DAIP 2013-18

The Shire of Brookton is committed to facilitating the inclusion of people with disability through the improvement of access to its information, facilities and services.

Since the adoption of the Disability Access and Inclusion Plan 2013-2018, the Shire has implemented many initiatives and made significant progress towards better access. These include:

OUTCOME AREA	ACHIEVEMENTS 2013-18
<p><b>OUTCOME 1:</b></p> <p>People with disability have the same opportunities as other people to access the services of, and any events organised by, the Shire of Brookton.</p>	<ul style="list-style-type: none"> <li>• Event planning template developed to include accessibility considerations.</li> <li>• Accessible Events checklist issued to planner for use in evaluating externally organised events.</li> <li>• Maintenance &amp; report forms in place. Website reporting completing. Apps - Snap n Solve, Local Eye</li> <li>• Corporate Business Plan includes initiatives from the DAIP</li> <li>• Development and adoption of Age Friendly Communities Plan that includes recommendations for assisting with accessibility.</li> </ul>
<p><b>OUTCOME 2</b></p> <p>People with disability have the same opportunities as other people to access Shire of Brookton buildings and other facilities.</p>	<ul style="list-style-type: none"> <li>• New carpark at WB Eva Pavilion has included 3 additional ACROD bays.</li> <li>• All ACROD bays have been resprayed.</li> <li>• New technologies have been made available for the reporting of maintenance issues (Localeye app)</li> <li>• Works crew maintained footpaths free of obstruction to allow access.</li> <li>• Public buildings inspected and issues incorporated into the Age Friendly Community Plan.</li> <li>• Replacement of slab pathways to concrete pathways to improve accessibility.</li> <li>• Upgrade of ramps and surrounds to the Brookton Railway Station.</li> </ul>
<p><b>OUTCOME 3</b></p> <p>People with disability receive information from the Shire of Brookton in a format that will enable them to access the information as readily as other people are able to access it.</p>	<ul style="list-style-type: none"> <li>• Information about the functions, facilities and services provided by the Shire is prepared using clear and concise language. This information is made available in alternative formats on request. One request was received during the year.</li> <li>• Telegraph notes and agenda template have been updated to include appropriate font size.</li> <li>• Shire website includes a section on accessibility options</li> </ul>

<p><b>OUTCOME 4</b></p> <p>People with disability receive the same level and quality of service from the employees of the Shire of Brookton as other people receive from the employees of the Shire of Brookton.</p>	<ul style="list-style-type: none"> <li>• Information on alternative service provision is made available to staff through in house training sessions.</li> </ul>
<p><b>OUTCOME 5</b></p> <p>People with disability have the same opportunities as other people to make complaints to the Shire of Brookton.</p>	<ul style="list-style-type: none"> <li>• Information about grievance mechanisms is prepared using clear and concise language. This information is made available in alternative formats on request. During the year no such requests were received.</li> <li>• Venues that are utilised for community participation in Council processes are selected with the objective of ensuring access for all members of the community.</li> <li>• Web based forms were introduced for reporting of issues and making complaints.</li> </ul>
<p><b>OUTCOME 6</b></p> <p>People with disability have the same opportunities as other people to participate in any public consultation by the Shire of Brookton.</p>	<ul style="list-style-type: none"> <li>• Information about the opportunities for participation in public consultations, grievance mechanisms and decision making processes is prepared using clear and concise language. This information is made available in alternative formats on request. During the year no such requests were received.</li> <li>• Venues that are utilised for community participation in Council processes are selected with the objective of ensuring access for all members of the community.</li> </ul>
<p><b>OUTCOME 7</b></p> <p>People with disability have the same opportunities as other people to obtain and maintain employment with the Shire of Brookton.</p>	<ul style="list-style-type: none"> <li>• Recruitment documents are available in variety of formats. Facilities used in selection process have universal access.</li> <li>• People with disability have been engaged in both volunteer and paid roles during the period.</li> <li>• Senior staff have attended Lighthouse Project training. Audit app has been prepared for audit to be undertaken.</li> </ul>

## Access and Inclusion Policy Statement

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

The Shire of Brookton 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 disability, providing them with the same opportunities, rights and responsibilities as other people in the community.

The Shire of Brookton:

- recognises that people with disability are valued members of the community who make a variety of contributions to local social, economic and cultural life;
- believes that a community that recognises its diversity and supports the participation and inclusion of all of its members makes for a richer community life;
- believes that people with disability, their families and carers should be supported to remain in the community;
- is committed to consulting with people with disability, their families and carers and disability organisations in addressing barriers to access and inclusion;
- will ensure its agents and contractors work towards the desired outcomes in the DAIP;
- is committed to supporting local community groups and businesses to provide access and inclusion of people with disability; and
- is committed to achieving the seven desired outcomes of its DAIP:

These are:

1. People with disability have the same opportunities as other people to access the services of, and any events organised by, the Shire of Brookton
2. People with disability have the same opportunities as other people to access the buildings and other facilities of the Shire of Brookton.
3. People with disability receive information from the Shire of Brookton in a format that will enable them to access the information as readily as other people are able to access it.
4. People with disability receive the same level and quality of service from the staff of the Shire of Brookton.
5. People with disability have the same opportunities as other people to make complaints to the Shire of Brookton.
6. People with disability have the same opportunities as other people to participate in any public consultation by the Shire of Brookton.
7. People with disability have the same opportunities as other people to obtain and maintain employment within a public authority.



# Development of the Disability Access and Inclusion Plan

## Responsibility for the planning process

The CEO has overall responsibility to oversee the DAIP. It is also incumbent upon every staff member of the Shire to implement, where practicable, the actions identified in the Plan.

## Community consultation process

The Disability Services Act Regulations (2004) set out the minimum consultation requirements for public authorities in relation to Disability Access and Inclusion Plans (DAIPs). 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. Other mechanisms may also be used.

The following consultation methods were used:

- Desktop review of the Disability Access and Inclusion Plan 2013-2018, and reported progress against that plan.
- Review of the Age Friendly Communities Plan 2017-2022 for recommendations that are applicable and overlap with objectives of accessibility.
- The link for an online community survey was provided in the Brookton Telegraph and distributed electronically via community e-news, direct email, facebook and on our website. Paper copies were promoted as being available on request.
- The draft plan was prepared including the feedback received through-out the above consultations.
- After the draft plan was adopted for public comment, broader input was sought through advertising. The availability of the draft plan was advertised in newspaper, website, social media and through our email network.
- A consultative committee of suitably qualified and experienced people may be formed to inform the Shire and its DAIP on the issues of disability facing people within the Shire. The DAIP survey indicated that there were 4 people interested in progressing this committee

## Findings of the consultation

The review and consultation found that while much had been done to achieve progress since the first Disability Services Plan, that a new plan was required to address access barriers. It should also reflect legislative and regulatory changes such as striving for inclusion and access beyond the minimum compliance of the standards.

The consultation also identified a variety of remaining barriers to access and inclusion, to be addressed in the DAIP Action Plan.

## Access Barriers

The access barriers identified in the consultation process were:

- While most facilities have ACROD parking for people with disability, the Shire Administration Centre bay does not have elevated signage.
- Brookton Aquatic Centre does not have universal access change-rooms. Access to the pool can be difficult as only steps available.
- Some access issues related to private premises – for example local businesses.
- Shire Administration Centre, Medical Centre and Kalkarni doors are not easily accessible as they do not have automatic opening mechanisms and some are heavy and difficult to open
- Unsealed (or no) footpaths on Corberding Road, McGrath Street and Marsh Avenue
- Issues relating to pathway maintenance – broken, lifted or loose pavers, trees overhanging footpaths.
- Improve main and alternative footpath access across the railway line. When the centre footpath access is blocked, the northern access is not adequate
- No toilets at cemetery
- Poor lighting at Robinson Road public toilets
- No opportunity for confidential discussions with customer service staff at the Shire Administration Centre.
- Several people unaware of volunteering opportunities, indicating potential for improvement in communication.
- Not enough promotion regarding services and events to ensure that availability and location of universal access toilets and ACROD parking is well communicated.

These barriers informed the development of strategies in this DAIP.

### **Responsibility for implementing the DAIP**

Implementation of the DAIP is the responsibility of all areas of the Shire. The Disability Services Act (1993) requires all public authorities to take all practical measures to ensure that the DAIP is implemented by its officers, employees, agents and contractors.

The implementation plan sets out who is responsible for each action.

## **Communicating the plan to staff and people with disability**

- Following adoption the Disability Access and Inclusion Plan will be sent to all those who contributed to the planning process.
- The community will be informed through the local media that copies of the plan will be available upon request and in alternative formats if required, including hard copy in standard and large print, electronic format, by email and on the Shire's website.
- Staff will be informed via staff briefing forum, with strategies included in the Corporate Business Plan with relevant responsible officer.
- Staff and community will be advised of any updates to the DAIP using these same methods.

## **Review, monitoring and evaluation mechanisms**

The Disability Services Act requires that DAIPs be reviewed at least every five years. Whenever the DAIP is amended, a copy of the amended plan must be lodged with the Disability Services Commission. The Implementation Plan can be updated more frequently if desired.

It is proposed to establish a Disability Access and Inclusion Planning (DAIP) Consultative Committee. This committee will meet biannually to review progress on the implementation of the strategies identified in the DAIP. The minutes of these meetings will be presented to Council for noting.

## **Reporting on the DAIP**

The Disability Services Act requires the Shire to report on the implementation of its DAIP in its annual report outlining:

- progress towards the desired outcomes of its DAIP;
- progress of its agents and contractors towards meeting the seven desired outcomes; and
- the strategies used to inform agents and contractors of its DAIP.

The Shire is also required to report on progress in the prescribed format to the Disability Services Commission by July 31 each year.

## **Strategies to improve access and inclusion**

The following strategies have been developed to address areas for development identified in the review. These strategies will guide the specific activities of the 2018 – 2023 implementation plan to improve access and inclusion in the Shire of Brookton.

### **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 Brookton.

Strategy	Timeline
Ensure that people with disability are consulted regarding their need for services and the accessibility of current services	Ongoing
Develop the links between the DAIP and other Council plans and strategies.	June 2018
Ensure that events are organised so that they are accessible to people with disability	Ongoing
Monitor Shire services to ensure equitable access and inclusion and ensure that council staff, agents and contractors are aware of the relevant requirements of the Disability Services Act	Ongoing

### Outcome 2 – Physical Access to Buildings and Facilities

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

Strategy	Timeline
Ensure that all Shire buildings, facilities and public spaces are physically accessible to people with disability	Ongoing
Ensure that all new or redevelopment works incorporate universal design principles	Ongoing – all new developments must comply with the BCA requirement for public buildings
Ensure that physical access networks within the townsites are accessible for people with disability	Ongoing – forms part of the overall plan for the townsites
Ensure that parks and reserves are accessible to people with disability	Ongoing

### Outcome 3 – Accessible Information

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

Strategy	Timeline
Monitor and improve community awareness regarding Council information being available in alternative formats.	Ongoing
Improve staff awareness of accessible information needs and how to obtain information in other formats.	Ongoing
Ensure that the Shire's website meets contemporary accessibility guidelines.	Ongoing

#### Outcome 4 – Service Level and Quality

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

Strategy	Timeline
Generate and sustain staff awareness of disability access and inclusion issues and skills in accessible customer service.	Ongoing – induction for all staff
Improve awareness of new staff and new councillors about access and inclusion issues.	Ongoing – as new staff and elected members come into the Shire, induction will include awareness of access and inclusion issues.
Ensure that information is given about universal access and inclusion to all contractors, consultants and external organisations that provide services to the public on behalf of the Shire, or with support from the Shire.	Ongoing – Tender and procurement guidelines detail access and inclusion requirements from WALGA and other peak bodies.

#### Outcome 5 – Making a Complaint

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

Strategy	Timeline
Ensure that current grievance mechanisms accommodate people with disability.	Ongoing – as changes occur, these are to reflect accommodating all affected people.
Improve staff knowledge so they understand how to receive complaints from people with a disability	Ongoing – forms part of induction and general information and knowledge sharing for all staff

#### Outcome 6 – Public Consultation

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

Strategy	Timeline
Improve community awareness about consultation processes in place	Ongoing – on a regular basis ensure that the community is aware of access and inclusion issues as part of media and communications from the Shire.
Commit to ongoing monitoring of the DAIP to ensure implementation and satisfactory outcomes	DAIP to be reviewed biannually.
Improve access for people with disability to the established consultative processes of the Shire	Review of the consultative processes to be completed by December 2018
Seek a broad range of views on disability and access issues from the local community.	Seek ongoing comments from members of the public in all relevant communications.



## Outcome 7 - Employment

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

Strategy	Timeline
Commit to using inclusive recruitment practices when advertising new positions	Ongoing
Engage with key disability employment support providers	Ongoing
Provide volunteering opportunities for people with disability at Shire of Brookton events and activities.	Ongoing – where the Shire is the host of the event or activity, the Shire will endeavour to provide volunteering opportunities for people with a disability.

## Appendices

### Appendix 1 - Implementation Plan 2018-2023

#### Outcome 1 – Services and Events

Strategy	Task	Timeline	Responsibility
Ensure that people with disability are consulted regarding their need for services and the accessibility of current services	<ul style="list-style-type: none"> <li>Develop a checklist and set of procedures to ensure that any staff member or contractor undertaking an evaluation or review of services have increased awareness of the importance of getting comments on services from people with disability</li> </ul>	June 2018	Manager Corporate & Community Services
Develop the links between the DAIP and other Council plans and strategies.	<ul style="list-style-type: none"> <li>Incorporate strategies from the DAIP and the Age Friendly Community Plan into the Shire's existing planning documents</li> </ul>	June 2018	Manager Corporate & Community Services
Ensure that events are organised so that they are accessible to people with disability.	<ul style="list-style-type: none"> <li>Review the Shire's event planning template to ensure that it includes the accessible events checklist from the Disability Access and Inclusion Resource kit.</li> <li>Ensure the event planning template and accessible events checklist is incorporated into standard practice by staff responsible for organising events.</li> <li>Ensure the Accessible Events checklist is being utilised by the planner for in evaluating applications for externally organised events.</li> </ul>	Ongoing  Ongoing  Ongoing	Manager Corporate & Community Services
Monitor Shire services to ensure equitable access and inclusion and ensure that council staff, agents and contractors are aware of the relevant requirements of the Disability Services Act	<ul style="list-style-type: none"> <li>Include the requirements in staff and contractor inductions.</li> <li>Ensure all future contracts include compliance with requirements of Disability Services Act</li> </ul>	Ongoing  Ongoing	Manager Corporate & Community Services

## Outcome 2 – Building and Facilities

Strategy	Task	Timeline	Responsibility
Ensure that all Shire buildings, facilities and public spaces are physically accessible to people with disability	<ul style="list-style-type: none"> <li>● Complete the Access and Inclusion Resource kit Buildings and Facilities checklist for all Shire buildings and facilities to determine the current level of access and improvements required.</li> <li>● Cost and prioritise the remedial works required to ensure all buildings and facilities are accessible.</li> </ul>	Ongoing	Manager Infrastructure Services
Ensure that all new or redevelopment works incorporate universal design principles	<ul style="list-style-type: none"> <li>● Ensure the DDA's Access to Premises Standards are being referenced to determine the minimum access requirements for new and updated public buildings.</li> <li>● Ensure key employees maintain an awareness of the development of the DDA Premises Standard.</li> </ul>	Ongoing	Manager Infrastructure Services
Ensure that physical access networks within the townsite are accessible for people with disability	<ul style="list-style-type: none"> <li>● Prioritise and make a submission to Council to commence work on rectifying identified barriers.</li> <li>● Investigate options for improving access to the Brookton pool</li> <li>● Investigate options for refurbishing the Aquatic Centre Toilets to install a disabled access toilet.</li> </ul>	Ongoing By June 2018	Manager Infrastructure Services
Ensure that parks and reserves are accessible to people with disability	<ul style="list-style-type: none"> <li>● Review, prioritise and Incorporate the strategies from the Age Friendly Community plan in relation to parks and reserves into the Shire's planning documents</li> </ul>	Ongoing	Manager Infrastructure Services

### Outcome 3 – Accessible Information

Strategy	Task	Timeline	Responsibility
Monitor and improve community awareness regarding Council information being available in alternative formats.	<ul style="list-style-type: none"> <li>● Ensure all documents carry a notation regarding availability in alternative formats</li> </ul>	Ongoing	Manager Corporate & Community Services
Improve staff awareness of accessible information needs and how to obtain information in other formats.	<ul style="list-style-type: none"> <li>● Implement the use of the Access and Inclusion Resource Kit Information Checklist with all staff producing public documents</li> <li>● Train all staff in the minimum requirements for accessible information, the format options available upon request and how to access these.</li> </ul>	Ongoing As occurs	Manager Corporate & Community Services
Ensure that the Shire's website meets contemporary accessibility guidelines.	<ul style="list-style-type: none"> <li>● Request confirmation from the Shire's website developers that the Shire's website as a minimum meets the priority one checkpoint requirements of a W3C – accessible web content design</li> </ul>	June 2018	Manager Corporate & Community Services

## Outcome 4 – Service Level and Quality

Strategy	Task	Timeline	Responsibility
Generate and sustain staff awareness of disability access and inclusion issues and skills in accessible customer service.	<ul style="list-style-type: none"> <li>● Utilise the staff access awareness survey and checklist to determine the level of understanding of current staff and identify and prioritise areas for development.</li> <li>● Provide regular information on access and inclusion at staff meetings</li> </ul>	Ongoing	Manager Corporate & Community Services
Improve awareness of new staff and new councillors about access and inclusion issues.	<ul style="list-style-type: none"> <li>● Prepare information and plan the establishment of training in the induction of new employees and new Councillors</li> <li>● Utilise the “DAIP Information for Councillors of Local Governments” fact sheet from the Disability Services Commission when providing information to existing and new Councillors.</li> </ul>	As occurs from time to time.	Manager Corporate & Community Services & CEO
Ensure that all contractors, consultants and external organisations that provide services to the public on behalf of the Shire, or with support from the Shire understand the access and inclusion requirements	<ul style="list-style-type: none"> <li>● Prepare an information fact sheet that can be provided to contractors, consultants and external organisations which includes the Shire’s policy and procedures regarding the Disability Services Act.</li> <li>● Utilise the Shire of Brookton Disability Access and Inclusion checklist to ensure that all contractors and staff understand the access and inclusion requirements.</li> </ul>	As occurs from time to time.	Manager Corporate & Community Services & Manager Infrastructure Services



## Outcome 5 – Making a Complaint

Strategy	Task	Timeline	Responsibility
Ensure that current grievance mechanisms accommodate people with disability.	<ul style="list-style-type: none"> <li>● Review grievance policies and procedures to ensure that they comply with the eleven Australian and International standards guiding principles for complaints handling (AS ISO10002-2006) (AS/NZ ISO 1002-2014)</li> <li>● Ensure complaint processes are flexible to enable people to outline their concerns in a variety of means.</li> <li>● Develop other methods of making complaints such as web-based forms.</li> </ul>	By June 2018	Manager Corporate & Community Services
Improve staff knowledge so they understand how to receive complaints from people with a disability	<ul style="list-style-type: none"> <li>● Incorporate good practice in handling complaints from people with disabilities into induction and disability awareness training.</li> </ul>	By December 2019	Manager Corporate & Community Services

## Outcome 6 – Public Consultation

Strategy	Task	Timeline	Responsibility
Improve community awareness about consultation processes in place	<ul style="list-style-type: none"> <li>● Conduct a review of the Shire's community consultation processes (including methods of communicating for Town Planning Schemes) regarding issues of disability, access and inclusion using the Access and Inclusion resource kit public participation checklist</li> <li>● Ensure that media releases go to both print and electronic media, including the radio (where possible) and are promoted on the website.</li> </ul>	By June 2018	Manager Corporate & Community Services
Commit to ongoing monitoring of the DAIP to ensure implementation and satisfactory outcomes	<ul style="list-style-type: none"> <li>● Review DAIP biannually</li> </ul>	July and January each year	Manager Corporate & Community Services
Improve access for people with disability to the established consultative processes of the Shire	<ul style="list-style-type: none"> <li>● Ensure agendas, minutes and other documents are available on request in alternative formats and are published on the Shire's website</li> </ul>	Ongoing	Manager Corporate & Community Services
Seek a broad range of views on disability and access issues from the local community.	<ul style="list-style-type: none"> <li>● Include appropriate questions about access and inclusion in general surveys and consultation events</li> </ul>	As and when appropriate	Manager Corporate & Community Services

## Outcome 7 - Employment

Strategy	Task	Timeline	Responsibility
Commit to using inclusive recruitment practices when advertising new positions	<ul style="list-style-type: none"> <li>● Ensure an Equal Employment Opportunity statement is incorporated into advertisements when advertising job vacancies</li> <li>● Make sure job advertisements are in an accessible format</li> <li>● Hold interviews at an accessible venue</li> </ul>	Ongoing – as required	Manager Corporate & Community Services
Engage with key disability employment support providers	<ul style="list-style-type: none"> <li>● Arrange to meet biannually with the local DES provider</li> </ul>	Ongoing	Manager Corporate & Community Services
Provide volunteering opportunities for people with disability at Shire of Brookton events and activities.	<ul style="list-style-type: none"> <li>● Ensure Shire events and activities that utilise volunteers are accessible to people with disability.</li> </ul>	Where appropriate that events are hosted and controlled by the Shire.	Manager Corporate & Community Services

## Appendix 2 - Survey Results

## Appendix 3 - Workplace Audit



## Contact Us

Shire of Brookton  
14 White Street  
Brookton WA 6306

9642 1106  
mail@brookton.wa.gov.au

## Alternative Formats

This plan is available on the Shire's website at [brookton.wa.gov.au](http://brookton.wa.gov.au).

It can be requested in alternative formats such as electronic, hard copy or audio.



## DISABILITY ACCESS & INCLUSION PLAN 2018-2023

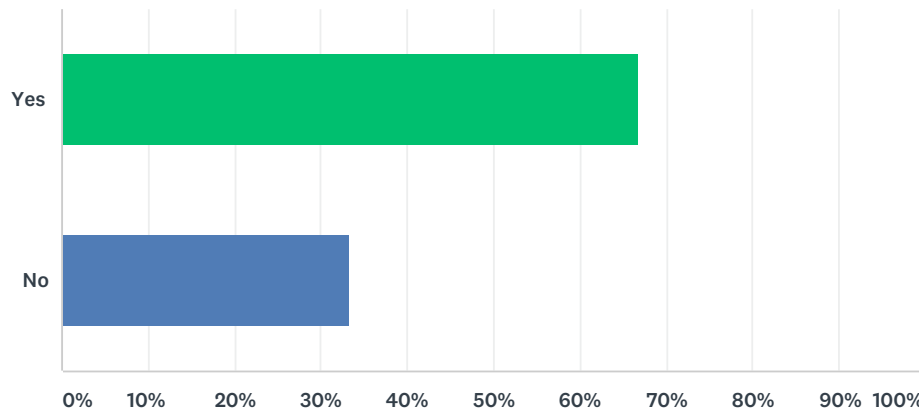
### Appendix 2 – Survey Results





# Q1 Are you aware the Shire of Brookton has a Disability Access and Inclusion Plan?

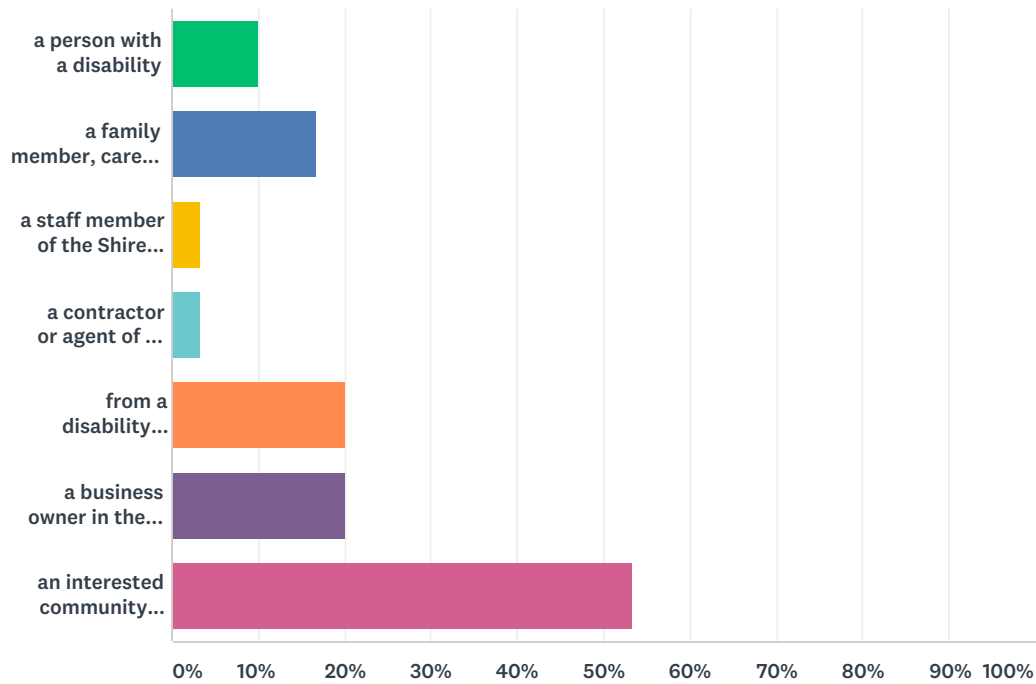
Answered: 30 Skipped: 0



ANSWER CHOICES	RESPONSES	
Yes	66.67%	20
No	33.33%	10
TOTAL		30

## Q2 Are you ....

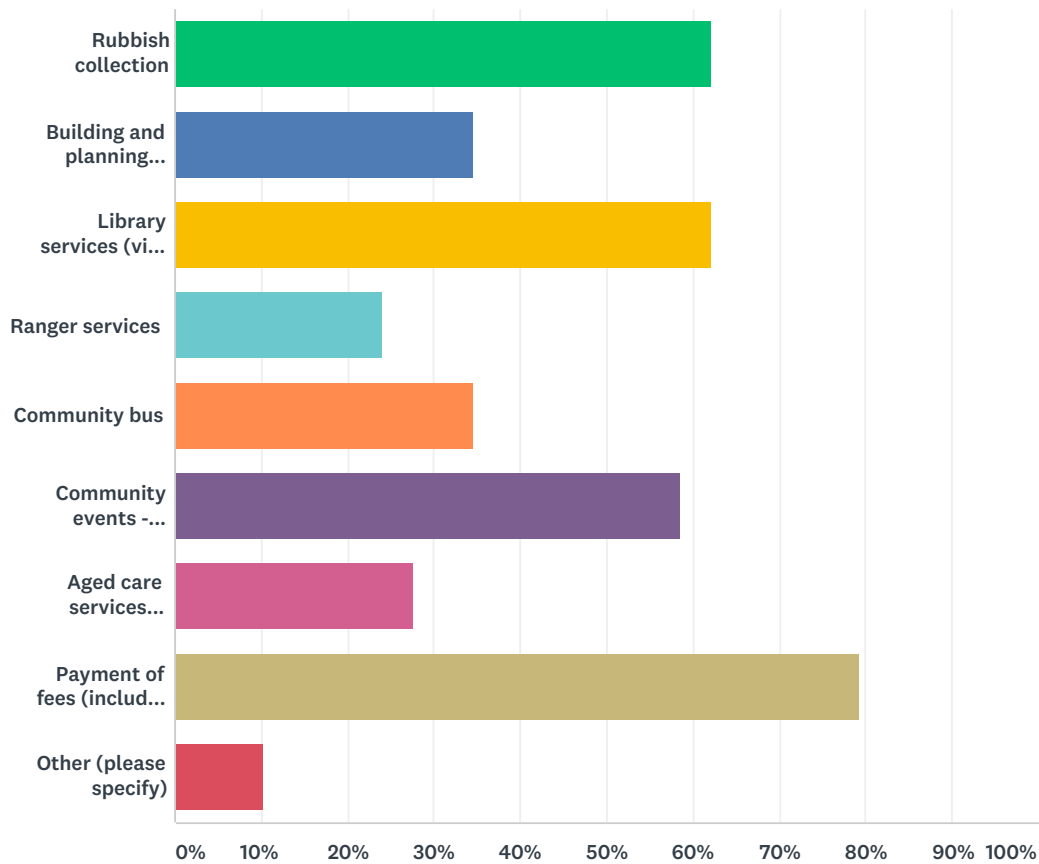
Answered: 30 Skipped: 0



ANSWER CHOICES	RESPONSES	
a person with a disability	10.00%	3
a family member, carer or friend of a person with a disability	16.67%	5
a staff member of the Shire of Brookton	3.33%	1
a contractor or agent of the Shire of Brookton	3.33%	1
from a disability service, health service provider or advocacy organisation	20.00%	6
a business owner in the Shire of Brookton	20.00%	6
an interested community member	53.33%	16
Total Respondents: 30		

### Q3 Have you accessed any of the following services from the Shire of Brookton? (Please tick all that apply)

Answered: 29 Skipped: 1

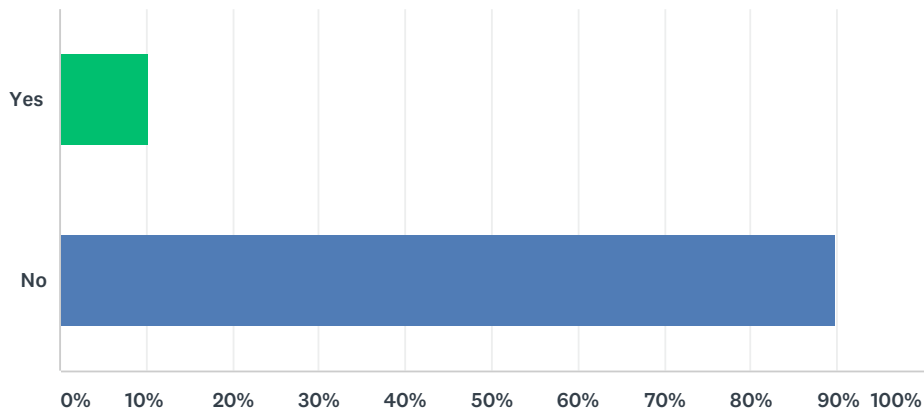


ANSWER CHOICES	RESPONSES
Rubbish collection	62.07% 18
Building and planning services	34.48% 10
Library services (via the CRC)	62.07% 18
Ranger services	24.14% 7
Community bus	34.48% 10
Community events - Community Christmas Party, Brookton Triathlon, Brookton Mud Run, School Holiday Activities etc	58.62% 17
Aged care services (Kalkarni Residency)	27.59% 8
Payment of fees (include rates and animal registrations) and administrative services	79.31% 23
Other (please specify)	10.34% 3
Total Respondents: 29	

#	OTHER (PLEASE SPECIFY)	DATE
1	joined the gym	10/20/2017 11:59 AM
2	Medical Centre	10/11/2017 11:50 AM
3	Gymnasium	10/5/2017 8:47 AM

### Q4 Did you, or your family member/client, experience any barriers in accessing these services or events?

Answered: 29 Skipped: 1



ANSWER CHOICES	RESPONSES	
Yes	10.34%	3
No	89.66%	26
TOTAL		29

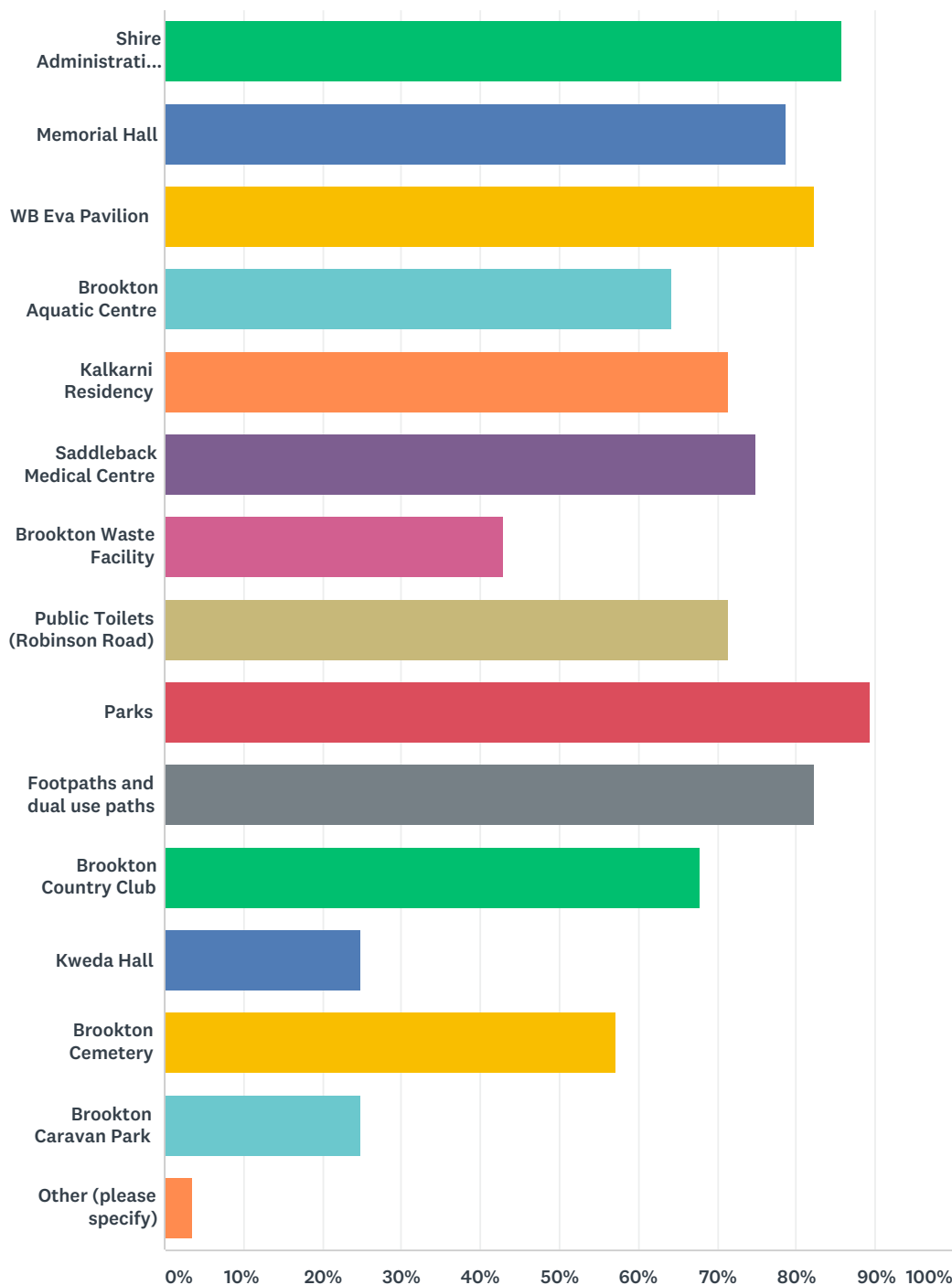
## Q5 How do you think we could improve access to our services and events for people with a disability?

Answered: 17 Skipped: 13

#	RESPONSES	DATE
1	no idea	10/20/2017 3:18 PM
2	not sure	10/20/2017 12:02 PM
3	Confer with other shires and disabilities services	10/20/2017 11:59 AM
4	Advertise more services often in areas most people frequent or in newsletter/paper	10/12/2017 1:12 PM
5	Doors to Kalkarni and Medical centre difficult to open independently when using a wheel chair or a walking frame/wheeled walker. No sealed footpaths along Corberding Rd; McGrath St; Marsh Ave to name a few.	10/11/2017 11:50 AM
6	Sometimes the timing of events isn't very good for parents of chn with disabilities. Perhaps make events earlier, eg from 10-2!	10/11/2017 11:18 AM
7	Better foot paths and access over the railway	10/11/2017 8:42 AM
8	maintain pathways and access points some paths have considerable movement	10/9/2017 7:51 PM
9	Not sure.	10/9/2017 5:09 PM
10	Reduced or casual fees for people on a disability pension to enable them access to the gym	10/5/2017 8:47 AM
11	There is only one access route for me to get from one side of the railway line where I live, to the shopping and CRC side of the railway line. If there is a train blocking the tracks (which happens often) then I am stranded on my side and have no choice but to go home and try later. On one end I would have to negotiate a very wide section of road where constantly trucks and other vehicles leave or get onto the Brookton Highway and on the other end there is no path at all and I would have to go out on the road to cross the railway line.	10/5/2017 6:00 AM
12	Automatic sliding door at Administration Office	10/4/2017 4:22 PM
13	Survey people living with a disability, the aged, carers, and parents of young children (you are doing that!)	10/4/2017 8:40 AM
14	make people more aware of what services/areas are available to people with disabilities- ie: added info on the event brochure of what is available and where parking is, where access if to buildings/toilets for people in wheelchairs or limited walking abilities	10/4/2017 5:37 AM
15	Automatic doors at the Shire office	10/3/2017 4:55 PM
16	Use the principles of Universal Design as the core of the new plan. For example see <a href="http://universaldesignaustralia.net.au/wp-content/uploads/2015/04/Auckland-UD-Conference-Bringolf-presentation-2013.pdf">http://universaldesignaustralia.net.au/wp-content/uploads/2015/04/Auckland-UD-Conference-Bringolf-presentation-2013.pdf</a>	10/3/2017 3:57 PM
17	Encourage local businesses to provide access to people with disabilities eg electric doors	10/3/2017 3:41 PM

## Q6 Have you accessed any of the following Shire of Brookton buildings or facilities?

Answered: 28 Skipped: 2



ANSWER CHOICES	RESPONSES
Shire Administration Centre	85.71% 24
Memorial Hall	78.57% 22
WB Eva Pavilion	82.14% 23
Brookton Aquatic Centre	64.29% 18

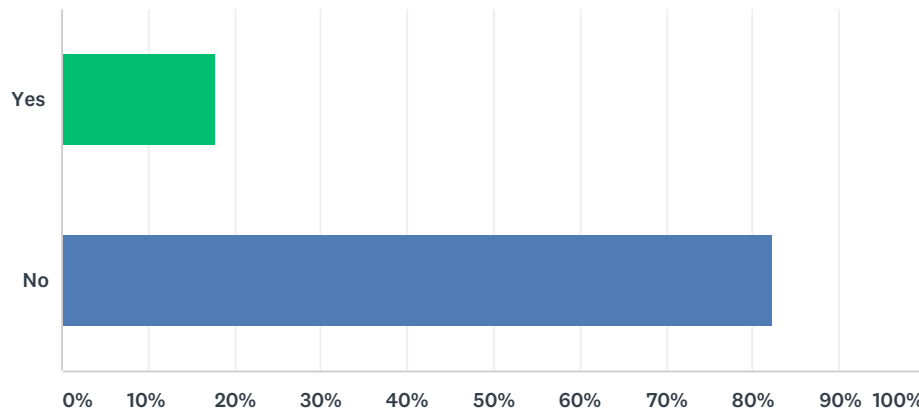


Kalkarni Residency	71.43%	20
Saddleback Medical Centre	75.00%	21
Brookton Waste Facility	42.86%	12
Public Toilets (Robinson Road)	71.43%	20
Parks	89.29%	25
Footpaths and dual use paths	82.14%	23
Brookton Country Club	67.86%	19
Kweda Hall	25.00%	7
Brookton Cemetery	57.14%	16
Brookton Caravan Park	25.00%	7
Other (please specify)	3.57%	1
Total Respondents: 28		

#	OTHER (PLEASE SPECIFY)	DATE
1	Aldersyde Hall, Old Railway Station	10/4/2017 8:43 AM

### Q7 Did you, or your family member/client, experience any barriers in accessing these buildings or facilities?

Answered: 28 Skipped: 2



ANSWER CHOICES	RESPONSES	
Yes	17.86%	5
No	82.14%	23
TOTAL		28

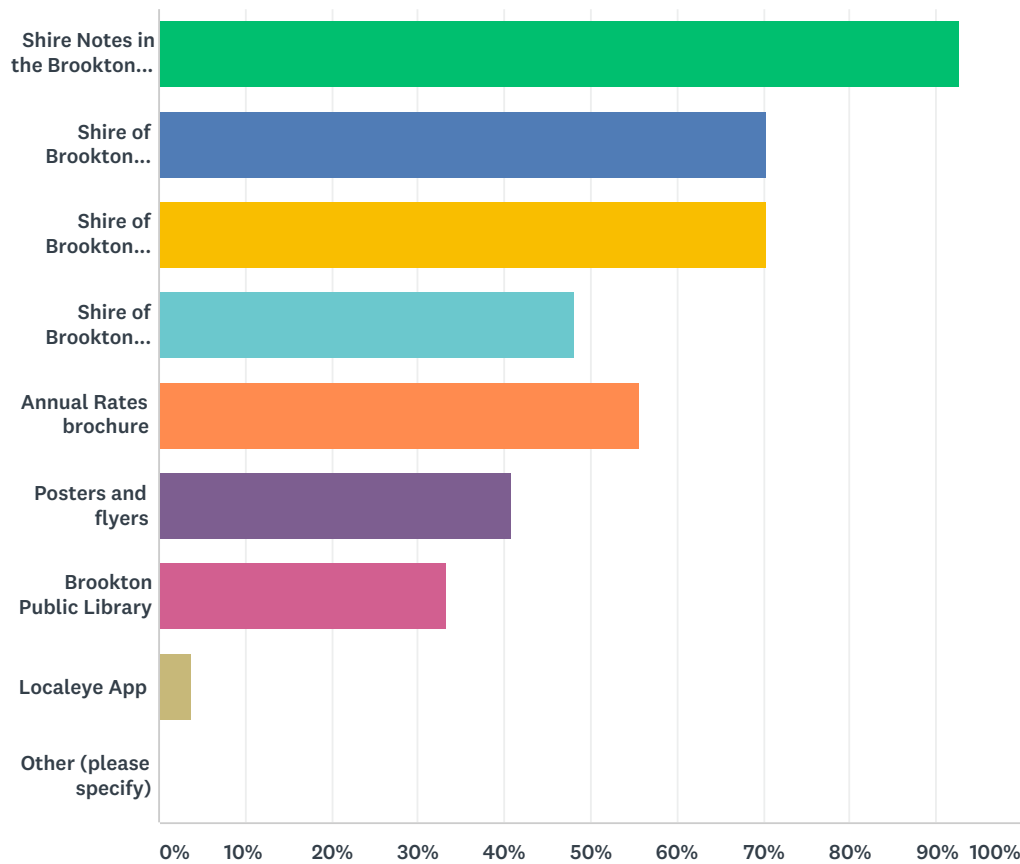
## Q8 How do you think we could improve access to our buildings and facilities for people with a disability?

Answered: 15 Skipped: 15

#	RESPONSES	DATE
1	how bad is the disability	10/20/2017 12:05 PM
2	Well the disability that our family member has does not include a wheelchair or walking frame but at one stage it was crutches and that was awkward	10/20/2017 12:01 PM
3	I don't know	10/12/2017 1:15 PM
4	Toilet facilities at the Cemetery. More sealed paths. Automatic doors Better lighting in Robinson Rd Public Toilet	10/11/2017 11:53 AM
5	Clearer signage Fencing of park areas	10/11/2017 11:19 AM
6	More upkeep	10/11/2017 8:43 AM
7	no comment as have not utilised above buildings etc. yet	10/9/2017 7:53 PM
8	Footpaths would be great on both sides of the road as it is not always possible to access the footpath. i.e. on the highway heading towards Corrigin/Beverley, there is a massive gravel ditch that someone in a wheelchair would have to cross in order to access the footpath.	10/9/2017 5:12 PM
9	Keep the trees that slap and scratch my face and arms on the footpaths trimmed back, especially on Cumming St. Give us an alternate access to the Main Street.	10/5/2017 6:13 AM
10	smoother carparks and footpaths	10/4/2017 4:25 PM
11	Toilets and parenting room on Old Railway Station platform are not ability-challenged friendly	10/4/2017 8:43 AM
12	some slightly difficult with a wheelchair	10/4/2017 5:39 AM
13	More footpaths need urgent attention within the townsite.	10/3/2017 6:12 PM
14	See previous comment	10/3/2017 3:58 PM
15	Audit these facilities	10/3/2017 3:43 PM

### Q9 Which of the following have you used to access information from the Shire of Brookton?

Answered: 27 Skipped: 3

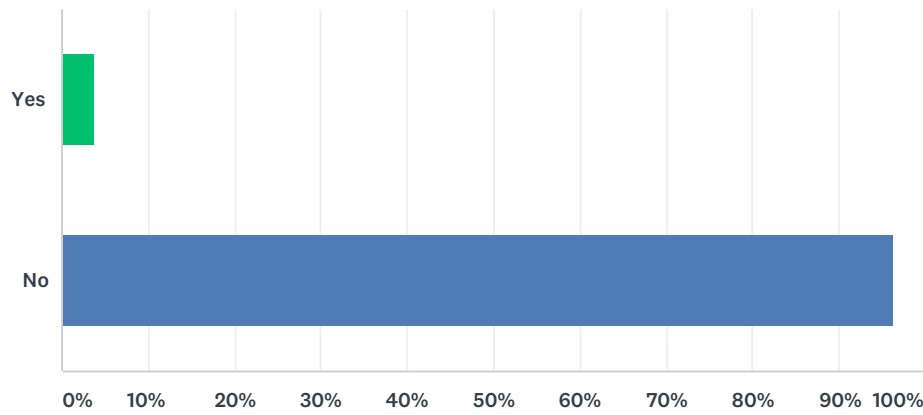


ANSWER CHOICES	RESPONSES	
Shire Notes in the Brookton Telegraph	92.59%	25
Shire of Brookton Website	70.37%	19
Shire of Brookton Community e-news	70.37%	19
Shire of Brookton Facebook page (or other social media)	48.15%	13
Annual Rates brochure	55.56%	15
Posters and flyers	40.74%	11
Brookton Public Library	33.33%	9
Localeye App	3.70%	1
Other (please specify)	0.00%	0
Total Respondents: 27		

#	OTHER (PLEASE SPECIFY)	DATE
	There are no responses.	

### Q10 Did you, or your family member/client, experience any barriers in accessing information?

Answered: 27 Skipped: 3



ANSWER CHOICES	RESPONSES	
Yes	3.70%	1
No	96.30%	26
TOTAL		27

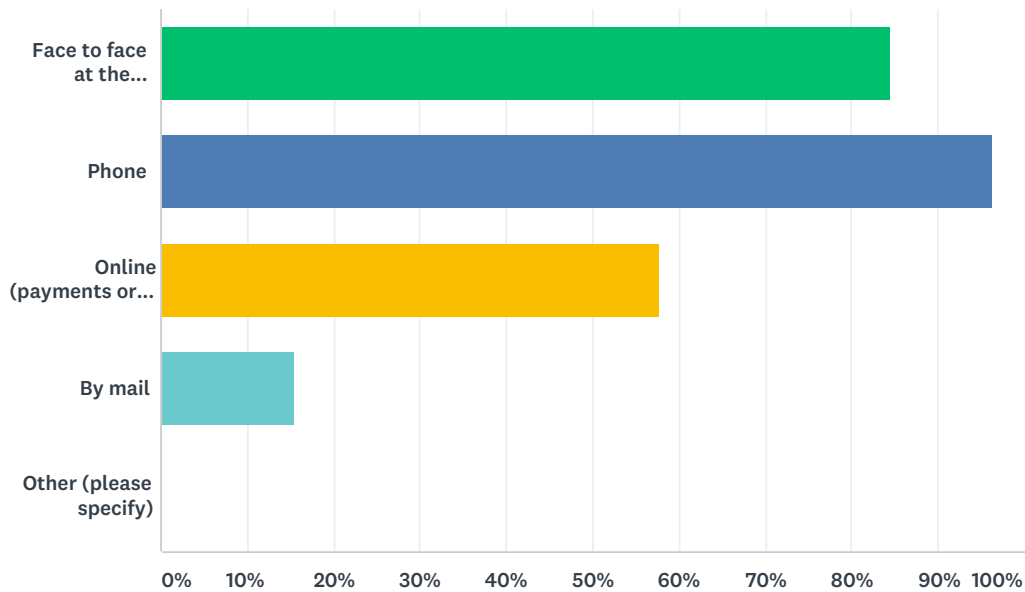
## Q11 How do you think we could improve access to information for people with a disability?

Answered: 8 Skipped: 22

#	RESPONSES	DATE
1	don't know	10/20/2017 12:01 PM
2	Perhaps coordinate with the local area coordinator in Ngn ( disabilities service comission). They can then forward emails of events to clients	10/11/2017 11:21 AM
3	Unsure.	10/9/2017 5:12 PM
4	Large print option	10/5/2017 6:14 AM
5	Leave some copies of appropriate current information at the Medical Centre in the waiting room. Most disabled people have to visit the doctor, the Silver Chain Nurse, the Phlobotomist and/or the Podiatrist.	10/4/2017 4:23 PM
6	Ask them, they'll know	10/4/2017 8:44 AM
7	very difficult to enter buildings that don't have easy opening doors if you are in a wheelchair	10/4/2017 5:41 AM
8	The Shire of Brookton work hard to distribute information in a range of forms to capture all residents	10/3/2017 6:13 PM

### Q12 Which of the following have you used to access customer service from employees of the Shire of Brookton?

Answered: 26 Skipped: 4



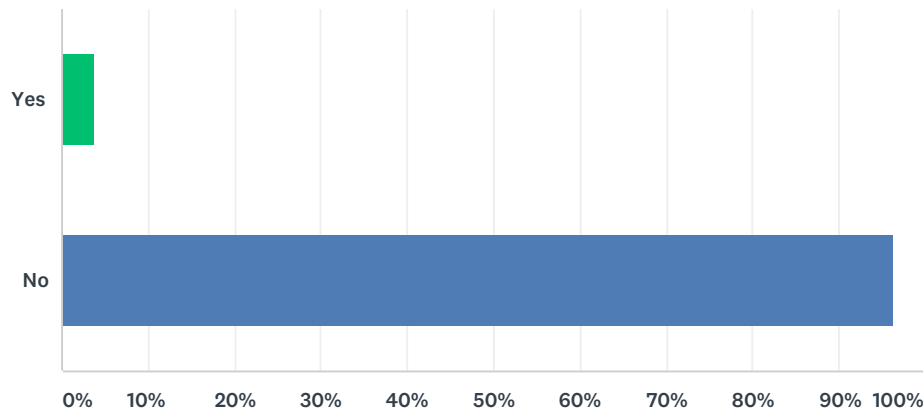
ANSWER CHOICES	RESPONSES
Face to face at the Administration Centre	84.62% 22
Phone	96.15% 25
Online (payments or enquiries)	57.69% 15
By mail	15.38% 4
Other (please specify)	0.00% 0
Total Respondents: 26	

#	OTHER (PLEASE SPECIFY)	DATE
	There are no responses.	



### Q13 Did you, or your family member/client, experience any barriers in accessing customer service?

Answered: 26 Skipped: 4



ANSWER CHOICES	RESPONSES	
Yes	3.85%	1
No	96.15%	25
TOTAL		26

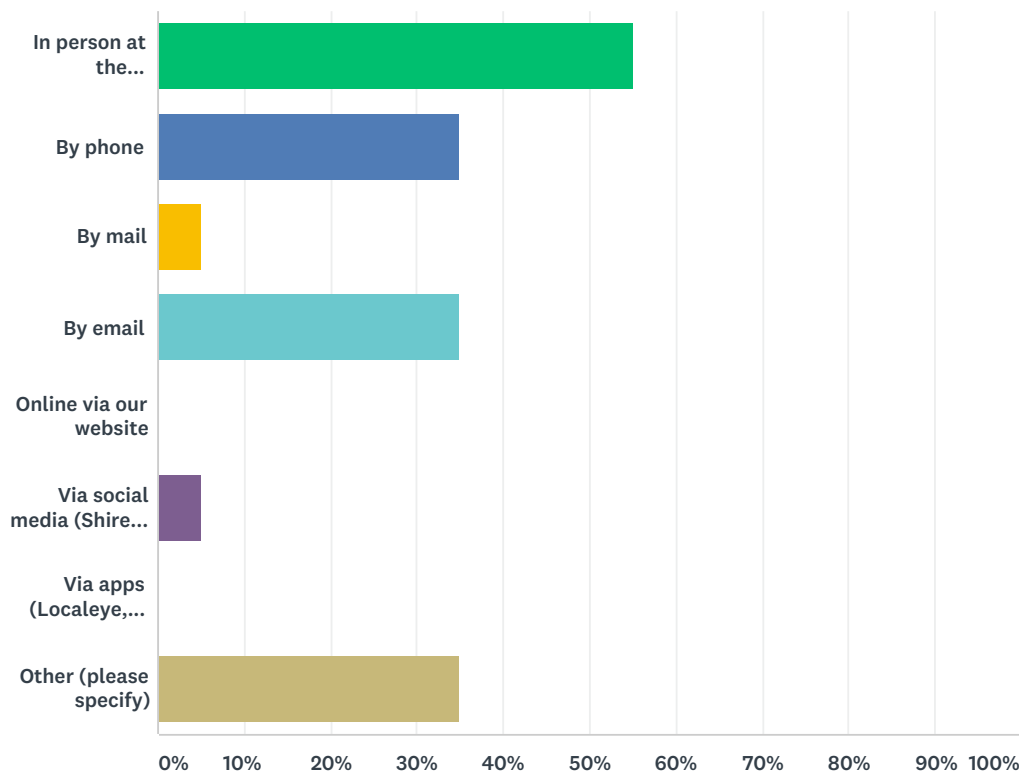
## Q14 How do you think we could improve access to customer services for people with a disability?

Answered: 7 Skipped: 23

#	RESPONSES	DATE
1	I don't know	10/20/2017 12:02 PM
2	Perhaps a small room for people to go in to ask about information. Sometimes we need confidentiality and don't want to discuss these things in public	10/11/2017 11:22 AM
3	Not sure.	10/9/2017 5:13 PM
4	increased training	10/4/2017 4:27 PM
5	Ask them, they'll know	10/4/2017 8:45 AM
6	Make entries more accessible for people in wheelchairs as currently they cannot enter most places without assistance	10/4/2017 5:42 AM
7	Respond to emails within a timely manner.	10/3/2017 6:14 PM

## Q15 Which of the following have you used to make a complaint to the Shire of Brookton?

Answered: 20 Skipped: 10

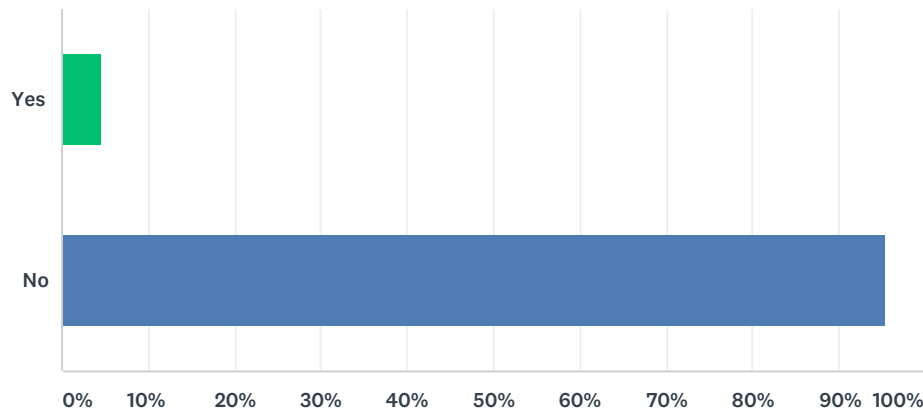


ANSWER CHOICES	RESPONSES	
In person at the Administration Centre	55.00%	11
By phone	35.00%	7
By mail	5.00%	1
By email	35.00%	7
Online via our website	0.00%	0
Via social media (Shire of Brookton facebook page)	5.00%	1
Via apps (Localeye, SnapSendSolve)	0.00%	0
Other (please specify)	35.00%	7
Total Respondents: 20		

#	OTHER (PLEASE SPECIFY)	DATE
1	Not worth complaining!!	10/12/2017 1:24 PM
2	Haven't made one!	10/11/2017 11:25 AM
3	none	10/9/2017 7:55 PM
4	None	10/9/2017 5:14 PM
5	nil	10/5/2017 9:37 AM
6	I don't make complaints, I raise issues for consideration	10/4/2017 8:46 AM
7	No complaints	10/3/2017 3:59 PM

### Q16 Did you, or your family member/client, experience any barriers in making a complaint?

Answered: 22 Skipped: 8



ANSWER CHOICES	RESPONSES	
Yes	4.55%	1
No	95.45%	21
TOTAL		22

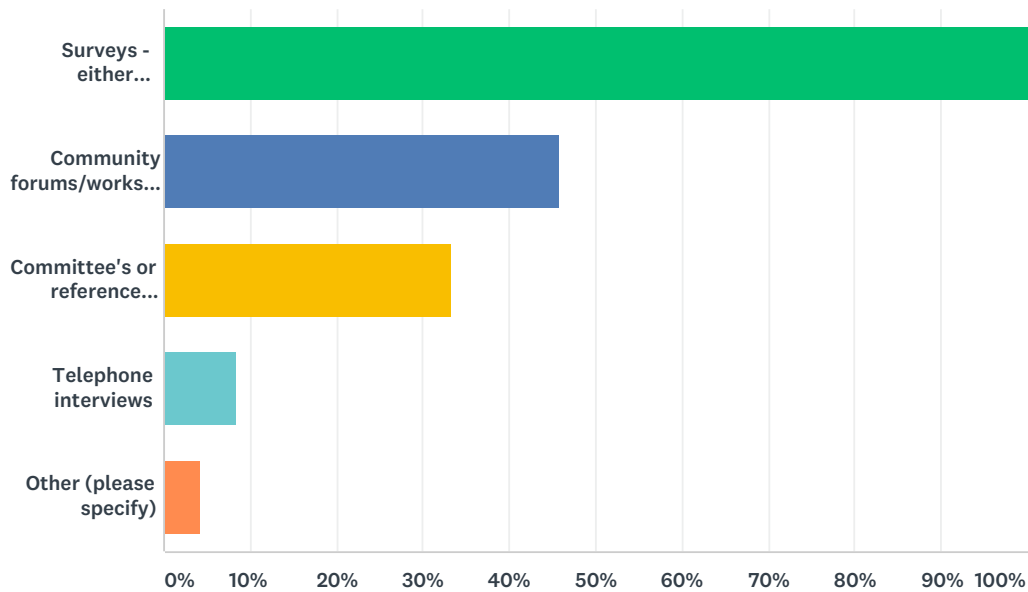
## Q17 How do you think we could improve access to making complaints for people with a disability?

Answered: 5 Skipped: 25

#	RESPONSES	DATE
1	I don't know but I am not the one with a disability so therefore I found it easy.	10/20/2017 12:03 PM
2	Again, a private room. Notes to be taken and a copy given to client. Sometimes we feel that our complaints are ignored so by taking notes and being given a copy, we have a reference to enquire to the progress of the complaint	10/11/2017 11:25 AM
3	Cannot comment, haven't had to make a complaint.	10/9/2017 5:14 PM
4	Ask them, they'll know	10/4/2017 8:46 AM
5	Not only with a disability, need to be able to get an answer a little quicker, sometimes emails etc go unanswered and constant following up is required, should receive a email to say query has been received and approximate date as to when it will be answered	10/4/2017 5:44 AM

## Q18 Which of the following public consultation methods have you participated in?

Answered: 24 Skipped: 6

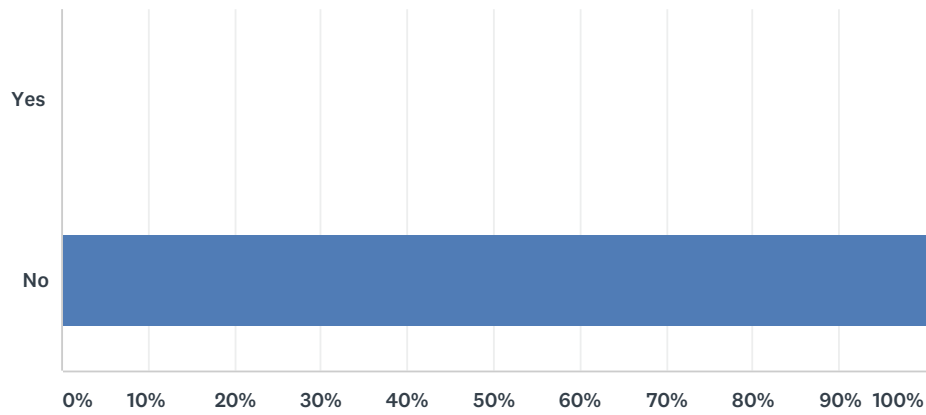


ANSWER CHOICES	RESPONSES
Surveys - either electronic or paper copy	100.00% 24
Community forums/workshops	45.83% 11
Committee's or reference groups	33.33% 8
Telephone interviews	8.33% 2
Other (please specify)	4.17% 1
Total Respondents: 24	

#	OTHER (PLEASE SPECIFY)	DATE
1	Face to Face Interviews	10/11/2017 11:56 AM

### Q19 Did you, or your family member/client, experience any barriers in participating in public consultation?

Answered: 24 Skipped: 6



ANSWER CHOICES	RESPONSES	
Yes	0.00%	0
No	100.00%	24
TOTAL		24



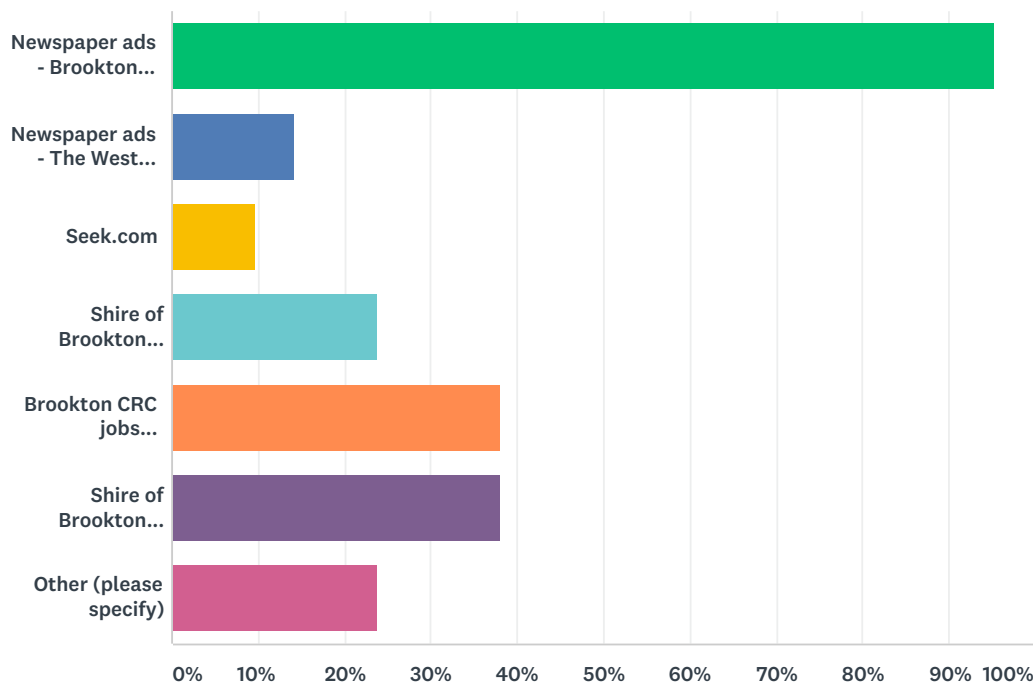
## Q20 How do you think we could improve access to public consultation for people with a disability?

Answered: 6 Skipped: 24

#	RESPONSES	DATE
1	I don't know	10/20/2017 12:04 PM
2	Is there scope for people to participate in surveys (electronic or paper)if they have for example visual impairment; reading/writing difficulties ?	10/11/2017 11:56 AM
3	Have an easy access toilet close by!	10/11/2017 11:25 AM
4	Not sure.	10/9/2017 5:14 PM
5	Ask them, they'll know	10/4/2017 8:46 AM
6	not sure as electronic is very convenient for people with disabilities	10/4/2017 5:45 AM

## Q21 How do you hear about employment or volunteering opportunities with the Shire of Brookton?

Answered: 21 Skipped: 9

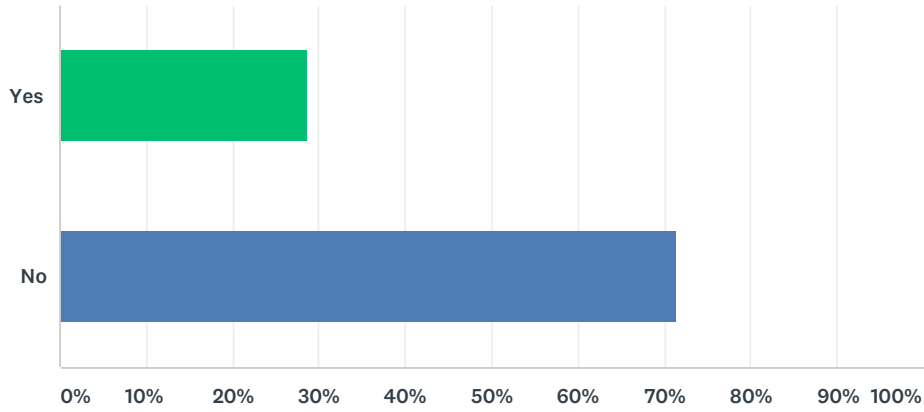


ANSWER CHOICES	RESPONSES
Newspaper ads - Brookton Telegraph	95.24% 20
Newspaper ads - The West Australian	14.29% 3
Seek.com	9.52% 2
Shire of Brookton facebook page	23.81% 5
Brookton CRC jobs noticeboard	38.10% 8
Shire of Brookton Community e-news	38.10% 8
Other (please specify)	23.81% 5
Total Respondents: 21	

#	OTHER (PLEASE SPECIFY)	DATE
1	never heard of volunteering opportunities	10/20/2017 12:11 PM
2	Have never heard about volunteering opportunities with the Shire	10/20/2017 12:07 PM
3	Word of mouth	10/5/2017 8:52 AM
4	regular emails	10/3/2017 4:00 PM
5	word of mouth	10/3/2017 3:20 PM

## Q22 Do you believe there are any barriers to people with a disability in accessing employment or volunteering opportunities with the Shire of Brookton?

Answered: 21 Skipped: 9



ANSWER CHOICES	RESPONSES	
Yes	28.57%	6
No	71.43%	15
TOTAL		21

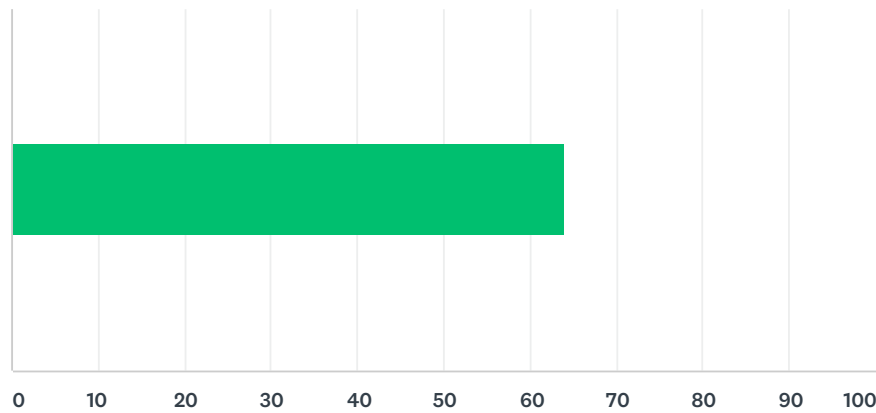
## Q23 How do you think we could improve access to employment or volunteering opportunities with the Shire of Brookton?

Answered: 9 Skipped: 21

#	RESPONSES	DATE
1	employment 100% Volunteering 0%	10/20/2017 12:11 PM
2	Well I have never heard of Volunteering opportunities and the employment is advertised	10/20/2017 12:07 PM
3	Get to know what disabilities are around and get training on how to work with that disability	10/11/2017 11:27 AM
4	work with relevant agencies to support employee	10/9/2017 7:56 PM
5	I cannot comment as I have not had to search for work in Brookton.	10/9/2017 5:15 PM
6	Q22 should have the option 'I don't know'. Ask them, they'll know	10/4/2017 8:48 AM
7	Stop people being scared of employing people with disabilities, make employers more aware of what the process is - what services are available to assist employers if they are willing to take on a person with disabilities	10/4/2017 5:46 AM
8	A higher profile of integration of employing people with disabilities.	10/3/2017 6:16 PM
9	We could investigate funding opportunities available to employer people with disabilities and advertise this to the local community	10/3/2017 3:46 PM

## Q24 Overall, how would you rate the Shire of Brookton as being an inclusive community for all people?

Answered: 23 Skipped: 7



ANSWER CHOICES	AVERAGE NUMBER	TOTAL NUMBER	RESPONSES
	64	1,470	23
Total Respondents: 23			

#		DATE
1	83	10/20/2017 3:23 PM
2	38	10/20/2017 12:12 PM
3	50	10/20/2017 12:08 PM
4	50	10/12/2017 1:26 PM
5	80	10/12/2017 1:25 PM
6	78	10/11/2017 12:00 PM
7	50	10/11/2017 11:29 AM
8	56	10/11/2017 8:55 AM
9	70	10/9/2017 7:58 PM
10	80	10/9/2017 5:18 PM
11	80	10/5/2017 8:55 AM
12	28	10/5/2017 6:21 AM
13	60	10/5/2017 1:59 AM
14	96	10/4/2017 4:27 PM
15	75	10/4/2017 8:49 AM
16	41	10/4/2017 5:50 AM
17	65	10/3/2017 6:18 PM
18	66	10/3/2017 4:51 PM
19	53	10/3/2017 4:44 PM
20	68	10/3/2017 4:01 PM
21	48	10/3/2017 3:47 PM
22	70	10/3/2017 3:20 PM
23	85	10/3/2017 1:01 PM

## Q25 Please share with us your positive experiences in the community in relation to access and inclusion.

Answered: 13 Skipped: 17

#	RESPONSES	DATE
1	what happened to negative?	10/20/2017 12:12 PM
2	That seems fine but there is nothing for the young people of Brookton and we are not a town just for the elderly and the disabled	10/20/2017 12:08 PM
3	The Shire of Brookton And Brookton CRC are great places to access information and are always helpful.	10/12/2017 1:25 PM
4	Access - there are a number of great paths throughout Brookton that a low risk and easily accessible on a gopher or wheelchair.	10/11/2017 12:00 PM
5	The Brookton aquatic centre is a companion card affiliate. The staff there are fantastic in helping people with disabilities chose from the kiosk and show patience	10/11/2017 11:29 AM
6	shop owners/workers willing to help and assist	10/9/2017 7:58 PM
7	Not having a disability, I have been largely unaware of any issues or barriers that may arise for those who have in accessing services. As such, I could not specify any positive experiences either.	10/9/2017 5:18 PM
8	Receiving invitations to participate in community surveys etc.	10/5/2017 8:55 AM
9	The wonderful people that live here that help those of us that sometimes get stranded with no access to where we were going.	10/5/2017 6:21 AM
10	Building access generally good, some older facilities require upgrade eg Old Railway Station, Aldersyde Hall	10/4/2017 8:49 AM
11	Brookton is a great community to live in as people care about each other and help each other. You are close to Perth if you have to go but can live in peaceful surroundings in the mean time.	10/4/2017 5:50 AM
12	Improvements with footpaths. Ramp accesses to venues. Improved parking in Robinson Road precinct	10/3/2017 6:18 PM
13	The staff in the Shire office are always helpful and go out of their way to provide appropriate assistance	10/3/2017 4:01 PM

**Q26 If you would be interested in being part of the Community Advisory Group that will help agree and prioritise the action items for the Disability Access and Inclusion Plan 2018-2023, please provide your contact details.**

Answered: 4 Skipped: 26

ANSWER CHOICES	RESPONSES	
Name	100.00%	4
Company	50.00%	2
Address	100.00%	4
Address 2	0.00%	0
City/Town	100.00%	4
State/Province	100.00%	4
ZIP/Postal Code	100.00%	4
Country	0.00%	0
Email Address	100.00%	4
Phone Number	100.00%	4

Personal details of respondents removed.



Personal details of respondents removed.



## **DISABILITY ACCESS & INCLUSION PLAN 2018-2023**

### **Appendix 3 – Outcome 7 Audit**



# **Disability Friendly Workplace – Self Assessment**

**conducted for**

## **Shire of Brookton**

**Completed on**

13 Nov 2017 01:42 PM

**Title**

Outcome 7 - workplace audit for DAIP review.

**Local Government**

Shire of Brookton

**Conducted on**

18 Oct 2017 03:18 PM

**Prepared by**

Carina Whittington

**Contributing personnel**

Corinne Kemp, Deanne Sweeney

**Score**

20/74 - 27%

## **Disclaimer**

The assessors believe the information contained within this risk assessment report to be correct at the time of printing. The assessors do not accept responsibility for any consequences arising from the use of the information herein. The report is based on matters which were observed or came to the attention of the assessors during the day of the assessment and should not be relied upon as an exhaustive record of all possible risks or hazards that may exist or potential improvements that can be made. Information on the latest workers compensation and OHS / WHS laws can be found at the relevant State WorkCover / WorkSafe Authority.

## **Confidentiality Statement**

In order to maintain the integrity and credibility of the risk assessment processes and to protect the parties involved, it is understood that the assessors will not divulge to unauthorized persons any information obtained during this risk assessment unless legally obligated to do so.




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## Audit

Question	Response	Details
<b>Preamble</b>		
<p>This self-assessment tool has been developed to assist local governments in assessing their workplace in regard to employing people with disability and developing an Outcome 7 section within your Disability Access and Inclusion Plan (DAIP). It is intended to help local governments identify areas they can strengthen in terms of physical access, effective management practices and developing an inclusive organisation culture.</p> <p>The tool is not a technical compliance checklist for assessing whether or not local governments comply with either discrimination law or building law.</p> <p>While the self-assessment tool will help to identify areas of possible access barriers, ticking the boxes will not necessarily mean that equitable access is being provided. Local governments are responsible for ensuring all buildings, facilities, programs and services meet the requirements of relevant laws and codes. Of particular relevance are the Commonwealth Disability Discrimination Act 1992 (DDA), the Building Code of Australia (BCA) and the Disability (Access to Premises - Buildings) Standards 2010 however there may be other laws and codes and it is the responsibility of the local government to identify these.</p>		





## Accessible Workplace - 11/28 - 39%

Question	Response	Details
<b>Physical accessibility</b>		
Name of Council building	Shire Administration Centre	
Address		
Is the building accessible to public transport?	N/A	
Is there an accessible parking bay(s) designated for people with disability?	Yes	
Is the designated bay(s) clearly visible and appropriately signed?	No	Repainted in early 2017. No elevated signage. Plans for area redevelopment in 2017-18.
 <p style="text-align: center;">Appendix 1</p>		
Is there a continuous accessible path of travel from the main points of arrival (such as car park or street frontage) to the entrance of the building?	Yes	
  <p style="text-align: center;">Appendix 2      Appendix 3</p>		
Is the path into the building wide enough for a person using a wheelchair or walking frame to pass by someone else?	Yes	
Does the path have good overhead clearance with nothing hanging down that might be a hazard for people who are blind or vision impaired?	Yes	
Is there a ramp into the building?	Yes	

Score (11/28) - 39%






Outcome 7 - workplace audit for DAIP review.



 <p>Appendix 4</p>		
Does it have a gradual slope/incline and handrails?	Yes	
 <p>Appendix 5</p>		
Does it have level landings at regular intervals to allow someone to rest?	N/A	
Are there tactile ground surface indicators at the top and bottom of the ramp on the landings?	No	
Is the entrance door an automatic self-opening door?	No	
 <p>Appendix 6</p>		
Are work areas unobstructed so people can safely and freely move throughout the building?	Yes	
Is the Council Chamber accessible? (e.g. door width, floor surface slip resistant, well lit non-glare lighting)	Yes	
Is the floor surface slip resistant?	No	
 <p>Appendix 7</p>		
Is there stair access between floors?	N/A	

Score (11/28) - 39%

Outcome 7 - workplace audit for DAIP review.

Are emergency exits clearly marked/visible and accessible?	Yes	
Is there a unisex accessible toilet available?	No	
Are staff lunch rooms accessible? (e.g. door width, floor surface slip resistant, well lit non-glare lighting)	No	
Are staff showering facilities provided?	No	
Are noise levels in work areas/lunchrooms managed to a level normally acceptable to employees?	Yes	
Are work areas well lit, non-glare and is the lighting evenly spread?	No	Well lit however no diffusers fitted and glare noticed by existing employees.
 <p>Appendix 8</p>		
Is office equipment (e.g. printers) accessible?	No	
    <p>Appendix 9      Appendix 10      Appendix 11      Appendix 12</p>		
Are desks and chairs capable of being adjusted for height?	No	
<b>Physical accessibility</b>		
Name of Council building	Works depot	
Address	7-16 Richardson Street Brookton WA 6306 Australia (-32.36700096729707, 117.0113757319762)	
Is the building accessible to public transport?	N/A	
Is there an accessible parking bay(s) designated for people with disability?	No	

Score (11/28) - 39%

Outcome 7 - workplace audit for DAIP review.

Is there a continuous accessible path of travel from the main points of arrival (such as car park or street frontage) to the entrance of the building?	No	
Is the path into the building wide enough for a person using a wheelchair or walking frame to pass by someone else?	No	
Does the path have good overhead clearance with nothing hanging down that might be a hazard for people who are blind or vision impaired?	N/A	
Is there a ramp into the building?	N/A	
Is the entrance door an automatic self-opening door?	No	
Are work areas unobstructed so people can safely and freely move throughout the building?	No	
Is the Council Chamber accessible? (e.g. door width, floor surface slip resistant, well lit non-glare lighting)	N/A	
Is the floor surface slip resistant?	No	
Is there stair access between floors?	N/A	
Are emergency exits clearly marked/visible and accessible?	N/A	
Is there a unisex accessible toilet available?	No	
Are staff lunch rooms accessible? (e.g. door width, floor surface slip resistant, well lit non-glare lighting)	No	
Are staff showering facilities provided?	No	
Are noise levels in work areas/lunchrooms managed to a level normally acceptable to employees?	N/A	
Are work areas well lit, non-glare and is the lighting evenly spread?	N/A	
Is office equipment (e.g. printers) accessible?	N/A	
Are desks and chairs capable of being	N/A	

Score (11/28) - 39%

Outcome 7 - workplace audit for DAIP review.

adjusted for height?		
<b>Reasonable adjustments</b>		
Does your organisation undertake reasonable adjustments on a case by case basis?	Yes	

Score (11/28) - 39%

Outcome 7 - workplace audit for DAIP review.

## Effective management practices - 9/25 - 36%

Question	Response	Details
<b>Job design and flexibility</b>		
Does your organisation allow for flexible job design on a case by case basis? (e.g. how duties are allocated between positions)	Yes	
Are your job descriptions: focused on objectives, based on minimum sufficient specifications, and written in inclusive language?	No	
Does your organisation offer flexible working arrangements (e.g. flexible working hours, locations and ways for work to be carried out)?	Yes	
<b>Plans, policies and procedures</b>		
Does the Council's Disability Access and Inclusion Plan have an Outcome 7 section?	Yes	
Are there explicit links between Workforce Plans and Outcome 7 strategies in the Disability Access and Inclusion Plan?	No	
Are there identified goals with timelines in the Outcome 7 strategy?	Yes	
Are there performance measures in the Outcome 7 strategy?	No	
Is there assigned senior management responsibility for oversight of Outcome 7 deliverables across the organisation?	No	
Is there allocated budget for delivery of Outcome 7 matters and/or associated workforce plan initiatives?	No	
Does your organisation collect and analyse employee data on disability?	No	
Does the Council have an up-to-date EEO policy which includes references to disability?	No	

Score (9/25) - 36%

Outcome 7 - workplace audit for DAIP review.

Do job descriptions make reference to EEO policies?	No	
Is compliance with EEO policies included as a standard performance requirement?	No	
Does your emergency plan/procedures include instructions for safe placement/evacuation of people with disability who may require assistance?	No	
Do employee performance review processes provide for discussion of disability support needs over time?	No	
<b>Recruitment</b>		
Are job descriptions and advertisements optimised for readability/accessibility? (e.g. font type and layout)	Yes	
Is there a mechanism for providing information in alternative formats?	Yes	
Is there a relationship with relevant Disability Employment Service providers and local disability networks?	No	
Are interview panels trained in disability awareness issues and associated Council policies?	No	
Does your organisation use external employment agencies?	Yes	
Are external employment agencies used by Council trained in disability awareness and do they have a positive equitable approach to employment selection in relation to disability?	Yes	
Does the job application decision process (both external agencies and internal processes) include mechanisms to prevent discrimination against an applicant with disability?	No	
<b>Support</b>		
Does your organisation have an Employee Assistance Program (EAP) or similar?	Yes	
Are EAP service providers (or equivalent)	Yes	

Score (9/25) - 36%

Outcome 7 - workplace audit for DAIP review.

trained in disability awareness and do they have the capability to deal with such issues?		
Are there processes in place which can be activated to ensure appropriate case by case provision of support for employees?	No	
Is there a formal trigger mechanism in place to ensure integration of employment of people with disabilities into the wider workforce planning process at times of review?	No	
<b>Acquired disability</b>		
Does the organisation address acquired disability on a case by case basis?	N/A	

Score (9/25) - 36%

Outcome 7 - workplace audit for DAIP review.

## Inclusive organisation culture - 0/21 - 0%

Question	Response	Details
<b>Values</b>		
My organisation has clearly articulated values of inclusion and embracing diversity.	Neutral	
My organisation puts policies into practice to ensure people with disability are included in the workplace.	Neutral	
Managers know it is important for the organisation to employ people with disability.	Neutral	
My organisation has plans to create and support diversity in the workplace.	Disagree	
Managers and staff in my organisation understand the range of disability that people can experience and the supports and adjustments that may be required.	Neutral	
My organisation recognises, supports and consults with people with disability, and has identified ways to address barriers to employment for people with disability.	Neutral	
There is no systematic favouritism in my organisation	Neutral	
There is a high level of trust in my workplace	Neutral	
Are there any particular aspects of your organisation that you think could be improved to make it easier for people with disability to obtain and maintain employment with your organisation?		
<b>Training and induction</b>		
Do employee induction programs include clear statements of the Council's approach to disability in the workplace?	No	
Do induction programs for new elected members include information on Council's	No	

Score (0/21) - 0%

Outcome 7 - workplace audit for DAIP review.



approach to disability in the Council workforce and workforce planning?		
Is there a disability awareness training program in place for employees?	No	New induction material developed for inside staff. Delivered to 4 staff. Remaining staff to be inducted and included in ongoing induction package. Outside staff and contractors yet to be developed.
Are there refresher modules available for previously trained staff?	No	
Is there specific manager/supervisor training in place that addresses management roles and responsibilities in relation to employees with disability?	No	

Score (0/21) - 0%  
Outcome 7 - workplace audit for DAIP review.

# Media



Appendix 1



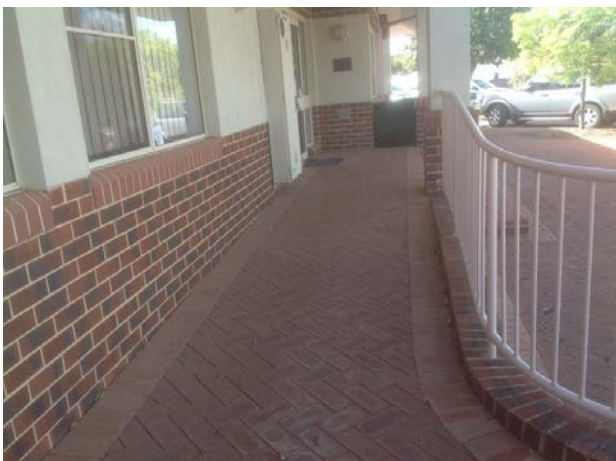
Appendix 2



Appendix 3



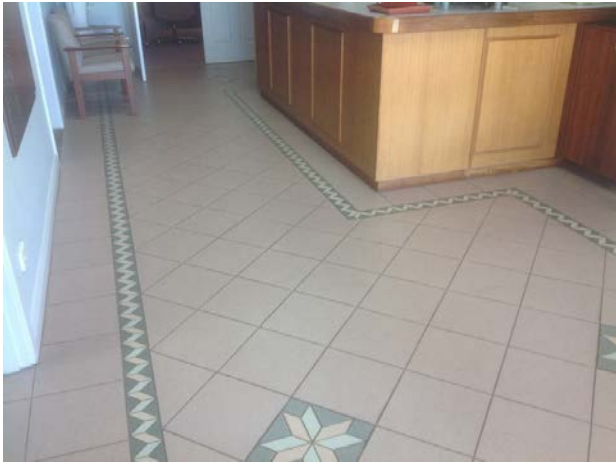
Appendix 4



Appendix 5



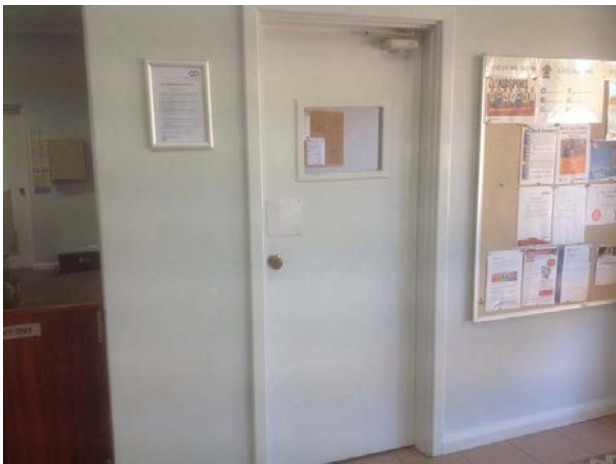
Appendix 6



Appendix 7



Appendix 8



Appendix 9



Appendix 10



Appendix 11



Appendix 12