

# SHIRE OF KONDININ DISABILITY ACCESS AND INCLUSION PLAN



ADOPTED BY COUNCIL AT THE MEETING HELD 20<sup>th</sup> NOVEMBER 2013

## INTRODUCTION

The Shire of Kondinin is a small rural local government authority comprising of an area of 7340 square kilometres with an approximate population of 1100 people. The shire consists of 3 townsites namely Kondinin, Karlgarin and Hyden.

### **Significant achievements of Disability Access and Inclusion Plan 2008-2013**

Since 2008 the Shire of Kondinin has developed and implemented plans to improve access and inclusion. The Shire's previous DAIP included some of the following achievements:

- Wheelchair and disabled toilet facilities have been added or modified at the Kondinin Senior Citizens Centre and the Karlgarin public toilets.
- A new ablutions block has been constructed at the Kondinin caravan park incorporating disabled access and disabled toilet and shower facilities.
- In April 2013 council contracted to construct a 2x2 bedroom short term stay chalets at the Kondinin caravan park. One chalet having disabled facilities.
- Council continues to upgrade footpaths both in Kondinin and Hyden to provide safer access for people with disability.
- People with mobility problems have been encouraged to make arrangements with the shire to assist with bringing rubbish bins to the kerbside on collection days.
- The council's website has been upgraded to make it more user friendly for people with disability.

The Shire of Kondinin has adopted the following Disability Access & Inclusion Plan to ensure that people with disability can access council facilities, functions and services. The Disability Access and Inclusion Plan is subject to annual review and may be amended and extended as priorities and needs change in the future.

The plan includes:

- Information on council functions, facilities and services (both in-house and contracted).
- A policy statement about council's commitment to addressing the issue of access for people with disability, their families, carers, disability organisations and relevant community groups.
- A description of the process used to consult with people with disability, their families, carers, disability organisations and relevant community groups.
- The identification of objectives and strategies to overcome barriers that people with disability identified during the consultation process.
- Dates and the identification of the persons responsible for the proposed strategies.
- A method of review and evaluation of the plan.
- Information about how the plan is being communicated to staff and people with disability.

### **1. RESPONSIBILITY FOR THE PLANNING PROCESS**

The responsibility for preparing the Disability Access & Inclusion Plan was delegated to the Chief Executive Officer for the Shire of Kondinin.

In preparing the Disability Access & Inclusion Plan the Chief Executive Officer consulted with individual councillors when required and relevant people throughout the community to provide input into the preparation of the plan.

### **2. FUNCTIONS, FACILITIES AND SERVICES (BOTH IN-HOUSE AND CONTRACTED) PROVIDED BY THE SHIRE OF KONDININ.**

Services to Property: construction and maintenance of roads, footpaths and cycle facilities, land drainage and development, waste collection and disposal, litter control, street cleaning, planting and caring for trees, street lighting and bushfire control.

Services to the Community: including provision and maintenance of playing areas and reserves, parks and gardens, management of the swimming pool, library and information services, environmental health services and engineering services.

Regulatory Services: including planning, health, building and ranger services.

General Administration: including the provision of general information to the public and the lodging of complaints, traffic licensing and payment of rates.

Processes of Government: including ordinary and special council and committee meetings, elector meetings and election of council members.

It is a requirement of the Disability Services Act 1993 that public authorities must take all practical measures to ensure that the DAIP is implemented by its officers, employees, agents and contractors.

### **3. ACCESS POLICY STATEMENT FOR PEOPLE WITH DISABILITY, THEIR FAMILIES AND CARERS.**

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

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

The Shire of Kondinin is committed to consulting with people with disability, their families and carers where required, and disability organisations to ensure that barriers to access are addressed properly.

The Shire of Kondinin is committed to achieving the following outcomes:

**Outcome 1:**

Existing functions, facilities, events and services are adapted to meet the needs of people with disability.

Council will endeavour to be adaptable in responding to the barriers experienced by people with various disability, including people with physical, sensory, cognitive and psychiatric disability.

Council will ensure that all policies and practices that govern the operation of council facilities, functions and services are consistent with council's policy on access.

**Outcome 2:**

Access to buildings and facilities are improved

Council will undertake to incorporate the priorities regarding access for people with disability, identified during the consultations, into its submission for capital works improvement program. Modifications will commence as funds are made available.

Council will undertake to liaise with developers to increase their awareness of the access requirements of people with disability.

**Outcome 3:**

Information about functions, facilities and services is provided in formats, which will meet the communication requirements of people with disability.

Council will produce all of its information on council facilities, functions and services using clear and concise language.

Council will advise the community that, upon request, information about council facilities, functions and services can be made available in alternative formats, such as large print and audio cassette.

**Outcome 4:**

Staff awareness of the needs of people with disability and skills in delivering advice and services are improved.

Council will undertake to ensure that staff are aware of the key access needs of residents with disability and people with disability who visit the local government area in relation to the provision of all services.

Where required, council seek expert advice from the disability field on how to meet the access needs of people with disability.

**Outcome 5:**

People with disability have the same opportunities as other people to make complaints to a public authority and Council will ensure that grievance mechanisms are accessible for people with disability and are acted upon.

**Outcome 6:**

Opportunities for people with disability to participate in public consultations and decision making processes are provided.

Council will ensure that information is available in clear and concise language on how residents can participate in decision making processes and public consultations.

Council will advise the community that this information can be made available in alternative formats upon request.

Council will also undertake to support people with disability to attend meetings of council.

**Outcome 7:**

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

**4. CONSULTATION PROCESS**

In August 2013, the local community was informed through Australia Post and the Shire newsletter that council was reviewing its Disability Access and Inclusion Plan to address and identify barriers that people with disability and their families experience in accessing councils functions, services and facilities.

Letters were forwarded to all residents throughout the community advising that council is in the process of reviewing its Disability Access and Inclusion Plan. Residents were given the opportunity to make submissions to council on identifying barriers that people with disability experience in accessing council's functions, services and facilities. Organisations contacted included:

- Kondinin Aged Care Facility.
- Home and Community Care.
- Westcourt Retirement Village.
- Silver Chain

Survey forms were distributed to all residents in the community via Australia Post. Residents were asked to identify any problems they had in using council facilities, services and functions. A total of 21 survey forms were received.

## 5. OBJECTIVES AND STRATEGIES IDENTIFIED TO OVERCOME BARRIERS

### 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 Kondinin.

Objective: Council to adapt services to ensure that they are accessible to people with disability.

<b>FUNCTIONS FACILITIES SERVICES</b>	<b>BARRIERS</b>	<b>STRATEGIES</b>	<b>TIMELINE (COMPLETION DATE)</b>	<b>RESPONSIBILITY</b>
Rubbish Removal	People with mobility problems unable to bring rubbish bins to road side	Alternative arrangements can be made on request	Ongoing	Deputy CEO

### Outcome 2:

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

Objective: Council to ensure that all buildings and facilities are accessible.

(The relevant Australian Standards will be consulted in the development and implementation of the following stages.)

<b>FUNCTIONS FACILITIES SERVICES</b>	<b>BARRIERS</b>	<b>STRATEGIES</b>	<b>TIMELINE (COMPLETION DATE)</b>	<b>RESPONSIBILITY</b>
Hyden-Public toilets at the town hall.	Loose paving material making it hard to access in wheelchairs etc. No Lighting.	Install better access through paving or similar	2013/14	CEO/Manager of Works
		Install lighting	2014/15	CEO/ manager of Works

Kondinin Shire office	Main door is heavy and difficult to open	Install automatic door when budget allows	2014/15	CEO/Manager of Works
Kondinin Country Club	No disabled toilet facilities are present. Location could be a barrier.	Investigate addition of disabled toilet facilities.	2014/15	CEO/Manager of Works
Kondinin, Karlgarin, Hyden Footpaths	Footpaths in town centres uneven in places. A properly constructed footpath is required linking West Court to the Kondinin medical facilities.	Footpath upgrading programme to be implemented.  Construct footpath when budget restraints allow	Ongoing  2014/15	CEO/Manager of Works  CEO/Manager of Works

### Outcome 3:

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

#### Objective:

All information about Council functions, facilities and services to use clear and concise language and to be made in accessible formats.

<b>FUNCTIONS FACILITIES SERVICES</b>	<b>BARRIERS</b>	<b>STRATEGIES</b>	<b>TIMELINE (COMPLETION DATE)</b>	<b>RESPONSIBILITY</b>
Applies to all council functions facilities and services	Information about all council functions and services are not	Council to develop a policy that all information to be written in clear, concise language and	Ongoing	CEO

	available in formats that are accessible to all people with disability	to be made available on request in: ➤ Large Print ➤ Audio ➤ Computer Disk		
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**Outcome 4:**

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

Objective:

Council Officers to be equipped with information and skills to enable them to appropriately provide advice and services to people with disability.

<b>FUNCTIONS FACILITIES SERVICES</b>	<b>BARRIERS</b>	<b>STRATEGIES</b>	<b>TIMELINE (COMPLETION DATE)</b>	<b>RESPONSIBILITY</b>
Applies to all council functions and services	Council officers are unsure as to how to talk to someone with an intellectual/hearing disability	Ensure that all new and existing employees and elected members are aware of disability and access issues and have to skills to provide appropriate services through necessary training and development	Ongoing	CEO/DCEO

**Outcome 5:**

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

Objective:

Council will ensure that grievance mechanisms are accessible for people with disability and are acted upon.

<b>FUNCTIONS FACILITIES SERVICES</b>	<b>BARRIERS</b>	<b>STRATEGIES</b>	<b>TIMELINE (COMPLETION DATE)</b>	<b>RESPONSIBILITY</b>
Processes of Government	Lack of information about how residents can access the decision making processes.	Council will provide information about complaint and grievance procedures in clear, concise language and will make these available upon request.	Ongoing	CEO

**Outcome 6:**

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

Objective:

People with disability to be assisted to participate in decision making processes and community consultation processes

<b>FUNCTIONS FACILITIES SERVICES</b>	<b>BARRIERS</b>	<b>STRATEGIES</b>	<b>TIMELINE (COMPLETION DATE)</b>	<b>RESPONSIBILITY</b>
Processes of Government	Lack of information about how residents can access the decision making process	Council will provide information about planning and electoral processes council meetings in clear, concise language and will make these available, upon request in alternative formats ➤ Large Print ➤ Audio ➤ Computer Disk	Ongoing	CEO/DCEO

**Outcome 7:**

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

Objective:

People with disability encouraged to seek employment with the Shire and all applicants will be judged on merit and ability.

<b>FUNCTIONS FACILITIES SERVICES</b>	<b>BARRIERS</b>	<b>STRATEGIES</b>	<b>TIMELINE (COMPLETION DATE)</b>	<b>RESPONSIBILITY</b>
Processes of Government	People with disability unaware of job availability	Council will encourage applications from people with disability.	Ongoing. Subject to suitability of positions available.	CEO/DCEO

## **6. REVIEW AND EVALUATION PROCESS**

### **Review and Monitoring:**

The Disability Services Act requires that DAIPS be reviewed at least every 5 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.

The council will meet annually to review progress on the implementation of the strategies identified in the disabilities service plan.

A status report will be provided to council every 12 months. These reports will be endorsed by council.

Once a year, prior to 1st February, council will provide advice to the community regarding the implementation of the Disability Access and Inclusion Plan and seek feedback on the effectiveness of strategies that have been implemented.

In seeking feedback the council will also look to identify any additional barriers that were not identified in the initial consultation.

The committee will use some of the consultation processes used during the initial consultations including; questionnaires, meetings with people with disabilities and disability organisations and phone-ins.

Elected members of council and council officers will also be requested to provide feedback on how well they believe the strategies are working and to make suggestions for improvement.

Plans will be amended based on the feedback received and copies of the amended plan will be made available to the community in alternative formats once endorsed by council.

Following council endorsement, amended plans will be submitted to the Disability Services Commission on an annual basis.

## **7. COMMUNICATE THE PLAN TO STAFF AND PEOPLE WITH DISABILITY**

In October 2013, Council made available copies of the draft Disability Access & Inclusion Plan to all those who contributed to the planning process. In November 2013, the plan was finalised and formally endorsed by council.

Council has advised, through the local media, that copies of the plan are available to the community upon request and in alternative format including hard copy in standard and large print, electronic format, audio format on CD, by email and on the Shires website.

Each year as plans are amended both staff and the community will be advised of the availability of updated plans.