



Shire of Pingelly

Disability Access and Inclusion Plan (DAIP) 2015-2019

Adopted 17 June 2015

This plan is available in alternative formats on request such as large print, electronic format (disk or emailed), audio or Braille, on request.

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Background

Shire of Pingelly at a Glance

Legislative Authority

The State of Western Australia is divided into districts by the Governor, on recommendation of the Minister. When an area of the State becomes a district, a local government is established for the district.

The local government of the Shire of Pingelly is a body corporate with perpetual succession and a common seal. The Shire of Pingelly has the legal capacity of a natural person and has an elected Council as its governing body representing all electors within the Shire (there are no Wards).

Shire Location

Pingelly is strategically located in the heart of the State's Central South 158km south-east of Perth on the Great Southern Highway. The Shire of Pingelly covers an area of 1,294km², bounded by the Shires of Wandering, Brookton, Cuballing and Wickepin. The community appreciate a Mediterranean type climate. The average yearly rainfall is 453mm, which mainly falls in winter.

The Shire of Pingelly's Council Chamber and Administration Centre is located at 17 Queen Street, Pingelly 6308. The WEB site address is: www.pingelly.wa.gov.au.

Federal & State Electoral Boundaries

The Shire of Pingelly is in the State electoral district of Wagin in the Agricultural Region and in the Federal electorate of O'Connor.

History of the Shire

The first settler in the area was Mr Lewis John Bayley who was granted 4,000 acres for grazing in 1846 around the Moorumbine Spring. The land was first surveyed in 1856 and a permanent settlement established around 1860. The expanding district joined forces to build a church, school, store and gaol. On the 24 April 1884, the Moorumbine Townsite was gazetted.

The opening of the Great Southern Railway in 1889 resulted in an economic boom for the district along the rail line. It passed just 10km west of Moorumbine and a small settlement was established at the railway siding located there. A spring of



water east of the railway crossing was named “Pingeulling,” an Aboriginal name for ‘Watering Place.’ From this, the present name of Pingelly was derived.

The Pingelly-Moorumbine Road Board Offices were built in Pingelly in 1909. Just a few years later in 1913 ‘Moorumbine’ was dropped from the title. In 1961, the Pingelly Road Board became the Pingelly Shire Council and new Shire Offices were built on the site on which they still stand today.

Roads and Area of Shire

The Shire of Pingelly has an area of 1,223km² and is responsible for 587km of roads, of which 203km are sealed.

Population

The Shire of Pingelly, with the townsites of Pingelly, Moorumbine and Dattening, has a total population of 1,163 (2011 Census). The Shire of Pingelly has 833 electors (2013 Roll), 546 dwellings and employs 31 people.

Functions, facilities and services (both in-house and contracted) provided by the Shire of Pingelly

The Shire of Pingelly is responsible for a range of functions, facilities and services including:

Services to property: construction and maintenance of Shire-owned buildings roads, footpaths and cycle facilities; land drainage and development; waste collection and disposal; litter control and street cleaning; planting and caring for street trees; numbering of buildings and lots; street lighting; and bush fire control.

Services to the community: provision and maintenance of playing areas, parks, gardens, reserves and facilities for sporting and community groups; management of recreation centre and pool; public library and information services; youth services and community events.

Regulatory services: planning of road systems, sub-divisions and town planning schemes; building approvals for construction, additions or alterations to buildings; environmental health services and ranger services, including dog control and the development, maintenance and control of parking.

General administration: the provision of general information to the public and the lodging of complaints and payment of fees including rates and dog licences and the provision of licensing services on behalf of the police and the Department of Transport.

Processes of government: ordinary and special Council and committee meetings; electors' meetings and election of Council Members and community consultations.

People with disability in the Shire of Pingelly

It is estimated that there are around 236 people with disability living within the Shire, 20.6% of the permanent population of 1,147 (the Australian Bureau of Statistics (ABS) Survey of Disability, Ageing and Carers (2012) estimate that 17.4% of Australians identify themselves as having some form of disability). The influx of retirees will increase this number as according to the ABS survey, 50% of people aged over 60 identified themselves as having a disability.

Projected population up until 2026 is 1661 persons an increase of 44.8%, with the population of older persons residing in the Shire of Pingelly making up a significant part of the population. Increases are as follows:

Age	2011 Census	2026 Projection	% Change
55+	408	513	+10.1%
70+	158	264	+67.1%
85+	97	146	+50.5%

**VERSO Consulting Pty Ltd, Infrastructure and Services Audit Report (2015)*

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.

Progress since 1995

The Shire of Pingelly is committed to facilitating the inclusion of people with disability through the improvement of access to its facilities and services. Towards this goal the Shire of Pingelly first adopted its first Disability Service Plan (DSP) in 1995 to address the barriers within the community for people with disability. The DSP addressed its statutory requirements under the *WA Disability Services Act (1993)*.

Since the adoption of the initial DSP, the Shire of Pingelly has implemented many initiatives and made significant progress towards better access. Some of these are highlighted in Appendix 1 under the relevant key outcomes headings of the 2010-2015 DAIP.

Access and Inclusion Policy Statement

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

The Shire of Pingelly 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 Pingelly:

- 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
- 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 relevant public authority.
2. People with disability have the same opportunities as other people to access the buildings and other facilities of the relevant public authority.
3. People with disability receive information from the relevant public authority 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 relevant public authority.
5. People with disability have the same opportunities as other people to make complaints to the relevant public authority.

6. People with disability have the same opportunities as other people to participate in any public consultation by the relevant public authority.
7. People with disability are able to obtain and maintain employment within a public authority.

Development of the Disability Access and Inclusion Plan

Responsibility for the planning process

The Executive Manager Corporate Community Services has responsibility to oversee the development, implementation, review and evaluation of the plan. The final plan is endorsed by Council and it is the responsibility of all officers to implement the relevant actions.

Community consultation process

In 2015, the Shire undertook to review its Disability Access and Inclusion Plan (DAIP) consult with key stakeholders and draft a new DAIP to guide further improvements to access and inclusion.

The process included:

- examination of the initial DSP and subsequent progress reports to see what has been achieved and what still needs work;
- a community survey;
- an audit of the provision of infrastructure and services related to an aging population;
- consultation with key staff; and
- consultation with the community.

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 and on any website maintained by or on behalf of the Local Government. Other mechanisms may also be used.

The following consultation methods were used:

- In May 2015 the community was informed through the local newspaper, and Shire's website that the Shire was developing a DAIP to address barriers to access for people with disabilities and their families. They were invited to provide input either in writing, by telephone or in person.
- A community survey was carried out in March 2015. The survey was used to determine the importance of services and facilities and to identify gaps in their delivery.
- A report on Infrastructure and Services was prepared relating to Aged Care and Infrastructure Service Provision in February 2015. This survey provided useful information including projections of population and services and facilities that will be required in future years up until 2026.
- An Aged Friendly Community Audit was carried out to identify access issues and improvements required in Pingelly.
- The Shire of Pingelly sought feedback via a stall at the Pingelly Market Day and a meeting with Community Members and Service providers during May 2015.

Findings of the consultation

The review and consultation found that most of the initial objectives in the DAIP had been achieved and 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:

- Lack of signage indicating the availability of disabled amenities.
- Access areas from roads to footpaths not clearly marked following roadworks.
- Gaps in the path network.
- Lack of change tables for babies at Shire Facilities.
- Shire Office - Counter too high, door difficult to open, no accessible toilets.
- Lack of tactile paving in the main street.
- Road to footpath access issues.
- Cemetery access is difficult due to lack of sealed/paved surfaces.
- Insufficient number of ACROD parking bays.
- Camber of main street affecting ability to enter and exit vehicles.
- Processes of the Shire may not be as accessible as possible.
- Events may not always be held in a manner and location that best facilitates the participation of people with disability.
- Elements of the Shire's website require improvement to best meet the needs of people with disability.
- Staff may be uninformed or lacking in confidence to adequately provide the same level of service to people with disability.
- People with disability may not be aware of consultation opportunities with the Shire.

These barriers informed the development of strategies in the DAIP. The barriers have been prioritised in order of importance, which assists in setting timeframes for the completion of strategies to overcome those access barriers.

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.

Communicating the plan to staff and people with disability

- In May 2015 staff and Councillors met with community leaders and community groups to identify issues relating to access. A number of issues were identified at this meeting and attendees at the meeting were provided with feedback forms to assist in providing further input from community members they were in contact with.
- Councillors and staff hosted a stall at the May Community Market Day. A display was set up outlining what the Disability Access and Inclusion Plan was about and feedback forms were made available for members of the public to complete.
- The community was informed through the local media (newspaper and website) that copies of the plan were available upon request and in alternative formats if required.
- As plans are amended Shire staff and the community will be advised of the availability of updated plans, using the above methods after consultation processes are carried out.

Review 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.

Monitoring and Reviewing

The employee with responsibility for the DAIP will analyse progress in implementing the DAIP and provide a report to management and Council on progress and recommended changes to the implementation plan annually.

- The Shire's DAIP will be reviewed and submitted to the Disability Services Commission in 2015. The report will outline what has been achieved under the Shire's DAIP 2010-2014.

Evaluation

- An evaluation will occur as part of the five-yearly review of the DAIP.
- The community, staff and Elected Members will be consulted as per the endorsed consultation strategies, as part of any evaluation.

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
- 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 4 each year.

Strategies to improve access and inclusion

The following overarching strategies have been developed to address each of the seven desired outcome areas of the Disability Services Act from feedback gained in the consultation process. These will form the basis of the Implementation Plan.

Outcome 1: People with disability have the same opportunities as other people to access the services of, and any events organised by, a public authority.

Strategy	Timeline
Ensure that people with disability are consulted on their needs for services and the accessibility of current services.	June 2015
Monitor Shire services to ensure equitable access and inclusion.	ongoing
Improve access to the information in the library.	ngoing
Develop the links between the DAIP and other Shire plans and strategies.	June 2015
Ensure that events, whether organised or funded, are accessible to people with disability.	June 2015

Outcome 2: People with disability have the same opportunities as other people to access the buildings and other facilities of a public authority.

Strategy	Timeline
Ensure that all buildings and facilities meet the standards for access and any demonstrated additional need.	ongoing
Ensure that all new or redevelopment works provide access to people with disability, where practicable.	ongoing
Ensure that ACROD parking meets the needs of people with disability in terms of quantity and location.	ongoing
Advocate to local businesses and tourist venues the requirements for and benefits flowing from the provision of accessible venues.	ongoing
Ensure that all recreational areas are accessible.	ongoing

Outcome 3: People with disability receive information from a public authority in a format that will enable them to access the information as readily as other people are able to access it.

Strategy	Timeline
Ensure that the community is aware that Shire information is available in alternative formats upon request.	ongoing
Improve staff awareness of accessible information needs and how to provide information in other formats.	June 2015

Budget for and provide interpreters to significant events on request.	ongoing
Ensure that the Shire's website meets contemporary good practice.	June 2015

Outcome 4: People with disability receive the same level and quality of service from the employees of a public authority as other people receive from the employees of that public authority.

Strategy	Timeline
Ensure that all employees, existing and new, and Elected Members are aware of disability and access issues and have the skills to provide appropriate services.	June 2015 and ongoing
Improve community awareness about disability and access issues.	ongoing

Outcome 5: People with disability have the same opportunities as other people to make complaints to a public authority.

Strategy	Timeline
Ensure that grievance mechanisms are accessible for people with disability and are acted upon.	ongoing

Outcome 6: People with disability have the same opportunities as other people to participate in any public consultation by a public authority.

Strategy	Timeline
Ensure that people with disability are actively consulted about the DAIP and any other significant planning processes.	ongoing
Ensure that people with disability are aware of and can access other established consultative processes.	ongoing

Outcome 7: People with disability have the same opportunities as other people to obtain and maintain employment with a public authority.

Strategy	Timeline
Commit to using inclusive recruitment practices when advertising new positions.	ongoing
Engage with key disability employment support providers	ASAP
Provide support and training for management staff	ongoing
Ensure policies and procedures are regularly reviewed	ongoing

Appendix 1

Progress since 2010 under the DAIP

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

- Talking books were relocated to one specific, clearly signed location in the library.
- The Pingelly Library now has a borrow box program to give online access to audio books.

2. Access to buildings and facilities has been improved.

- Improved access was provided to the Administration building, including a ramp and non slip coating on paving.
- Accessible public toilets are operating in Pioneer Park.
- Footpaths in the main street were upgraded with kerb ramps and tactile paving were installed. This has continued to be rolled out with major expenditure in 2013/14 and 2014/15 increasing new dual use footpaths by 430m.
- A maze at the major railway crossing has been installed in conjunction with Main Roads – this is inclusive of tactile paving and a tap rail.
- Ramp access has been provided at the Community Centre.
- A rotunda has been built which has provided seating for people with disability.
- Installation of grab rails near pedestrian access from footpath to roadside parking area in shopping precinct.
- Ramp access at the RSL Hall
- Installation of a new disabled parking bay at Pingelly Primary School
- Funding for improved access by upgrades and expansion to the footpath network and the installation of 28 access ramps has been approved for the 2105 -16 financial year following the preparation of an Age Friendly Community Audit Tool and a grant submission to the Wheatbelt Development Commission.

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

- Information was made available in alternative formats on request.

- The availability of alternative format information was promoted via local newspaper.
- 4. Employee awareness of the needs of people with disability and skills in delivering services is improved.**
- Key Shire employees received disability awareness training with regard to the provision of services and facilities.
- 5. Opportunities are provided for people with disability to participate in public consultations, grievance mechanisms and decision-making processes.**
- Information on consultations was simplified and can be available in alternative formats upon request.
 - Municipal election voting was held in an accessible building, with the provision of assistance where requested as permitted under the Local Government (Elections) Regulations 1997 Section 67.
 - Consultation for the preparation of this version of the Disability Access Inclusion Plan included the participation of service providers for people with disability.

In June 2010 the initial Disability Access and Inclusion Plan (DAIP) was adopted.

This is the fourth review of that Plan.

Appendix 2

Community Consultation

DAIP CONSULTATION MEETING

07 May 2015

3:30pm

Council Chambers

Attendees	Shirley Lange – Shire President Lesley Page – Community Member Sarah Newborn – Silver Chain Robyn Wested – Silver Chain Brian Weatherhead – Men’s Shed Robert Stone Home and Community Care Lee Steel – Pingelly CRC Samantha Appleton Executive Manager Corporate Community Services Sue Dechaufepie – Pingelly Hospital
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Discussion:

Gophers – Concern about the level of awareness of Gopher operators about what is around them and the need for training of some sort. Sue Cuthbert at the Shire of Wagin may have information on training.

It would be interesting to collect information on incidents and accidents, also whether there is easy access onto pavements. It was suggested a town map be prepared for gopher users, showing access points and include access in the strategic footpath plan.

Issues with public liability in relation to gophers to be investigated.

Road Marking – No parking lines are obscured in front of IGA and the post office and are unlikely to be repainted before Main Roads works in November. Request Shire to do some interim marking as people are parking in the access area and to have repainted every two years.

Front of hospital area has potholes and needs resurfacing. This is the responsibility of the Department of Health. Suggest Shire write to DOH.

No ACROD bay in front of Shire Office or in the main business area (suggest in front of IGA next to accessible footpath entry and near the town hall.

Issue with camber of road edges in parking area following multiple reseals of centre of highway. Exit and entry from/to vehicles is difficult because of the slope. Suggest drainage plate put into place to reduce angle.

Shire office – Issues with height of counter, door access and toilets. Suggest look at lowering section of front desk and fitting electric door.

Public facility toilet access also a concern, with men's toilet at Town Hall not disabled. Not known whether Caravan Park has disabled access.

Suggest signage showing where disabled access is available be placed at those facilities that are not accessible and include future upgrades in budgets where possible. Also signage at IGA.

Men's shed toilet also not access friendly.

Suggestion of more tactile paving in Main Street for the blind. Survey to be done to see what needs doing.

CRC is able to contract to provide services via disability WA if the Shire needs any documents translated. Suggest budget for disability services.

Road to footpath access not just an issue for gophers – also walking frames.

Cemetery not user friendly. Road not level. T section inside gate needs bitumen. Bitumen from Review St to gate would be good. Also benches near the entrance (outside). Pingelly Times has funding for seating waiting for CEO to seating plan. Suggest make wireless speaker equipment available for funerals where access to graveside is an issue. Robert Stone has done a plan.

Address needs to be put onto gym building for emergencies also other key buildings.

Library now has a borrow box program to give online access to audio books.

FEEDBACK FORMS RECEIVED

1. **Concern**

Pathways for Prams
No Baby Change Tables

Suggested Actions

Make sure pathways join and are easy to push prams on.
Add baby change tables at all Shire facilities.

2. **Concern**

Steps in shops/toilets.
Sign post disability toilets.

Suggested Actions

Ramps and rails

Community Consultation – Pingelly Market Day 9 May 2015



Shire of Pingelly

Disability Access and Inclusion Plan Implementation Plan 2015 – 2019

The Implementation Plan details the task, timelines and responsibilities for each broad strategy to be implemented in 2015-2019 to progress the strategies of the DAIP.

It is intended that the Implementation Plan will be updated annually to progress the achievement of all the strategies over the duration of the five year plan.

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 Pingelly.

Strategy	Task	Task Timeline	Responsibility
Ensure that people with disability are consulted on their need for services and the accessibility of current services.	<ul style="list-style-type: none"> • Develop a feedback mechanism for use by all services, provided or funded. • Develop consultation guidelines for all future reviews of services. 	November 2015	Executive Manager Corporate Community Services
Monitor Shire services to ensure equitable access and inclusion.	<ul style="list-style-type: none"> • Conduct systematic reviews of the accessibility of services. • Rectify identified barriers and provide feedback to consumers. 	Ongoing	Executive Manager Corporate Community Services
Develop links between the DAIP and other Shire plans and strategies.	Incorporate the objectives and strategies of the DAIP into the Shire's existing planning processes, particularly the Strategic Plan.	December 2015	All managers
Ensure that events, whether provided or funded, are accessible to people with disability.	<ul style="list-style-type: none"> • Ensure all events are planned using the Accessible Events checklist. 	June 2015 and ongoing	All managers

Outcome 2: People with disability have the same opportunities as other people to access the buildings and other facilities of the Shire of Pingelly.

Strategy	Task	Task Timeline	Responsibility
Ensure that all buildings and facilities meet the standards for access and any demonstrated additional need.	Identify access barriers to buildings and facilities.	December 2015	Executive Manager, Engineering Development Services
Ensure that all buildings and facilities meet the standards for access and any demonstrated additional need.	Prioritise and make a submission to Council to commence work on rectifying identified barriers.	December 2015 and ongoing	Executive Manager, Engineering Development Services
Ensure that all new or redevelopment works provide access to people with disability, where practicable.	Ensure that the legal requirements for access are met in all plans for new or redeveloped buildings and facilities.	Ongoing	Executive Manager, Engineering Development Services
Ensure that all new or redevelopment works provide access to people with disability, where practicable.	Ensure that no development application is signed off without a declaration that it meets the legal requirements.	Ongoing	Executive Manager, Engineering Development Services
Ensure that all new or redevelopment works provide access to people with disability, where practicable.	Ensure that key staff are trained and kept up to date with the legal requirements.	Ongoing	Executive Manager, Engineering Development Services
Ensure that ACROD parking meets the needs of people with	Undertake an audit of ACROD bays and implement a program to rectify any non-compliance.	January 2016	Executive Manager, Engineering Development Services

disability in terms of quantity and location.			
Ensure that ACROD parking meets the needs of people with disability in terms of quantity and location.	Consider the need for additional bays at some locations.	June 2016	Executive Manager, Engineering Development Services
Advocate to local businesses and tourist venues the requirements for, and benefits flowing from, the provision of accessible venues.	<ul style="list-style-type: none"> • Provide information (available on the Commission's website), on the needs of people with disability and of legal requirements and best practice. • Promote access to business. • Make access information available on the Shire's website. 	December 2015	Executive Manager Corporate Community Services
Ensure that all recreational areas are accessible.	Conduct audit of Shire pool, Community Centre, Town Hall and playgrounds.	September 2015	Executive Manager Corporate Community Services
Ensure that all recreational areas are accessible.	Develop and implement a program of progressive upgrade.	September 2015	Executive Manager Corporate Community Services
Ensure that City staff and agents and contractors are aware of the relevant requirements of the Disability Services Act.	<ul style="list-style-type: none"> • Promote the City's policy and procedures regarding the Disability Services Act's requirements around agents and contractors through the newsletter and induction process for new employees and contractors. 	July 2015	Executive Manager Corporate Community Services

Outcome 3: People with disability receive information from the Shire of Pingelly in a format that will enable them to access the information as readily as other people are able to access it.

Strategy	Task	Task Timeline	Responsibility
Ensure that the community is aware that Shire information is available in alternative formats upon request.	Ensure that all documents carry a notation that it is available in alternative formats.	September 2015 and ongoing	All managers
Ensure that the community is aware that Shire information is available in alternative formats upon request.	Publicise the availability of other formats in the local newspaper.	Ongoing	All managers
Improve employee awareness of accessible information needs and how to provide information in other formats.	<ul style="list-style-type: none"> • Make State Government Access Guidelines for Information, Services and Facilities guidelines available in the Shire employee induction documentation. • Train employees in providing accessible information. 	September 2015	Executive Manager Corporate Community Services
Budget for and provide interpreters to significant events upon request	Ensure the community is aware that interpreters are available upon request for significant events held in the Shire	Ongoing	Executive Manager Corporate Community Services
Ensure that the Shire's website meets contemporary good practice.	<ul style="list-style-type: none"> • Ensure website complies with the W3C web content guidelines. June 2007. Executive Manager Corporate Community Services Budget for and provide interpreters to significant events on request. • Make budget provision for interpreters and advertise the availability of the service. 	July 2015	Executive Manager Corporate Community Services

Outcome 4: People with disability receive the same level and quality of service from the employees of the Shire of Pingelly as other people receive.

Strategy	Task	Task Timeline	Responsibility
Ensure that Elected Members and employees are aware of access needs and can provide appropriate services.	Determine training needs of employees and conduct training as required	July 2015	Executive Manager Corporate Community Services
Improve community awareness of disability and access issues.	Develop strategies for inclusion in the 2008 Implementation Plan.	Ongoing	Executive Manager Corporate Community Services

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

Strategy	Task	Task Timeline	Responsibility
Ensure that grievance mechanisms are accessible for people with disability and are acted upon.	Review current grievance mechanisms and implement any recommendations.	September 2015	Executive Manager Corporate Community Services
Ensure that grievance mechanisms are accessible for people with disability and are acted upon.	Develop other methods of making complaints, such as web-based forms.	September 2015	Executive Manager Corporate Community Services
Ensure that grievance mechanisms are accessible for people with disability and are acted upon.	Promote accessible complaints mechanisms to the community.	Ongoing	Executive Manager Corporate Community Services

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

Strategy	Task	Task Timeline	Responsibility
Ensure that people with disability are actively consulted about the DAIP and any other significant planning processes.	Consult people with disability in a range of different consultation mediums, eg focus group, interviews, surveys.	Ongoing	Executive Manager Corporate Community Services
Ensure that people with disability are actively consulted about the DAIP and any other significant planning processes.	Develop a register of people to provide comment on access and inclusion issues.	November 2015	Executive Manager Corporate Community Services
Ensure that people with disability are aware of and can access other established consultative processes.	<ul style="list-style-type: none"> • Ensure agendas, minutes and other documents are available on request in alternative formats and are published on the Shire's website. • Install an audio loop in Council Chambers in next refurbishment. 	December 2015	Executive Manager Corporate Community Services

Outcome 7: People with disability have the same opportunities as other people to obtain and maintain employment with a public authority.

Strategy	Task	Task Timeline	Responsibility
Make sure inclusive recruitment practices are used.	Equal Employment Opportunity statement to be incorporated into advertisements when advertising job vacancies.	Ongoing	Executive Manager Corporate Community Services
Make sure inclusive recruitment practices are used.	<ul style="list-style-type: none"> • Make sure job advertisements are in an accessible format. • Hold interview at an accessible venue. 	Ongoing	Executive Manager Corporate Community Services
Research appropriate Disability Employment Service (DES) providers	Check DES providers within vicinity	July 2015	Executive Manager Corporate Community Services
Research appropriate Disability Employment Service (DES) providers	Arrange to meet with three providers to determine the most suitable for recruitment requirements.	July 2015	Executive Manager Corporate Community Services
Provide support and training for management staff	<ul style="list-style-type: none"> • Deliver information sessions for management and staff on inclusive employment practice through either a DES or training provider. 	September 2015	Executive Manager Corporate Community Services
Ensure policies and procedures are regularly reviewed.	<ul style="list-style-type: none"> • Occupational health and safety. • Workplace accessibility • Procedures relating to employment opportunities including casual, volunteer or work experience • Information relating to traineeships. 	December 2015 And Ongoing	Executive Manager Corporate Community Services