



Shire of Beverley

# **Disability Access & Inclusion Plan 2013-2018**

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136 Vincent Street  
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**DISABILITY ACCESS & INCLUSION PLAN**  
**2013-2018**

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# Contents

<b>Background</b>	<b>4</b>
• The Shire of Beverley	4
• Functions, facilities and services provided by the Shire of Beverley	5
• People with Disability in the Shire	6
• Planning for better access	6
• Progress since 1996	6
<b>Access and inclusion policy statement</b>	<b>7</b>
<b>Development of the DAIP</b>	<b>9</b>
• Responsibility for the planning process	9
• Community consultation process	9
• Findings of the consultation	10
• Responsibility for implementing the DAIP	11
• Communicating the plan to staff and people with Disability	11
• Review and evaluation mechanisms	12
• Reporting on the DAIP	12
<b>Strategies to improve access and inclusion</b>	<b>13</b>
<b>Appendices:</b>	<b>16</b>
• Appendix 1 – Progress to date	16
<b>Implementation Plan 2013-2018</b>	<b>18</b>

## **Acknowledgements**

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# **Background**

## **The Shire of Beverley**

The Shire of Beverley is a stable and viable farming community located to the east of Perth and covers an area of approximately 2,310 square kilometers.

The Beverley Town site is located in a shallow basin with the Avon River running north-south and an intersected valley east-west. It is the rural service centre to the farming community which produces wheat and course grains as well as livestock. The resident population of Beverley is 1,591

Tourist Attractions: Aeronautical Museum, Beverley Station Arts and Platform Theatre, Avondale Discovery Farm and Vintage Farm Museum, Gliding, Dead Finish Museum, former Courthouse and associated Police accommodation, Old Fire Station, refurbished Town Hall and many turn of the 19<sup>th</sup> century buildings.

Beverley was one of the first areas in Western Australia opened for agriculture after a glowing report to Governor Stirling by Ensign Dale. Beverley was first settled in 1838 and was named after a town in Yorkshire, Northern England. The Beverley town site was established around 1868.

Following an exhaustive evaluation and consultation process in 2012 about the future of the Shire, with member Local Governments from the South East Avon Regional Transition Group, the Council unanimously resolved to discontinue amalgamation negotiations. The Council was strongly supported by the community and decided that good governance and the interests of all residents and stakeholders will be best served by retaining the well established and existing form of Local Government which has been in place for over 100 years.

## **Functions, facilities and services provided by the Shire of Beverley**

The Shire of Beverley is, and will remain 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
- bush fire control.

Services to the community:

- provision and maintenance of playing areas, parks, gardens, reserves
- facilities for sporting and community groups
- facilities and management of caravan park
- management of cemetery
- management of pool, public library, community bus and community events
- health and aged care services.

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
- the lodging of complaints and maintenance reports and
- payment of fees including rates and dog licences.

Processes of government:

- Providing Local Government to the district of Beverley
- ordinary and special Council and committee meetings
- electors' meetings and election of Council Members
- public meetings, community consultation
- monthly newsletter from the Shire President

## **People with Disability in the Shire of Beverley**

It is estimated that there are approximately 115 people of the permanent population of 1,591 with disability living within the Shire of Beverley (Australian Bureau of Statistics 2011 Census of Population and Housing).

### **Planning for better access**

The Western Australia Disability Services Act (1993) 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.

The Council, management and staff have incorporated and promoted a proactive approach to all aspects of Disability Access and Inclusion into the culture and daily routine of the Shire

### **Progress since 1996**

The Shire of Beverley is committed to facilitating the inclusion of people with disability through the improvement of access to its information facilities and services. Towards this goal the Shire adopted its first Disability Service Plan (DSP) in 1996 to address the access barriers within the community.

Since the adoption of the initial Plan, the Shire has implemented initiatives and made progress towards better understanding, communication, consultation and access. Some of these are highlighted in Appendix 1.

# Access and Inclusion Policy Statement

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

The Shire of Beverley interprets an accessible and inclusive community as one in which all Council functions, facilities and services (in-house and contracted) are open, available and accessible to people with disability, providing all people with the same opportunities, rights and responsibilities as other people in the community.

## **The Shire of Beverley:**

- 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 welcome and 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 the DAIP.

## **The seven desired outcomes of the DAIP are as follows:**

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 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 Chief Executive Officer appointed an experienced Senior Local Government practitioner (Project Officer) with responsibility for consulting, regularly reviewing, implementing and reporting to Council on the DAIP. The Projects Officer has responsibility to oversee the development, evaluation and preparation of the draft plan.

The final, Council adopted plan is the responsibility of all officers to implement the relevant actions, as well as to monitor and put forward ideas to be included in the plan at each review phase.

As an example, an Officer with responsibility for Library Services suggested the introduction of Books on Wheels Service to the housebound, which was endorsed by Council.

## Community consultation process

In 2013, the Shire has again undertaken a full and open review of the Council's Disability Access and Inclusion Plan (DAIP). This has included:

- Advertising throughout the Shire of Beverley.
- Front Counter and Notice Board information at the Shire Office about the review and an invitation to comment or make a submission.
- An "open door" by the Chief Executive Officer with staff and the community.
- Meeting and Consultation with community members and stakeholders.
- Discussions with Councillors.
- Desktop review of the Disability Access and Inclusion Plan
- A 'town tour' to physically assess connecting routes and facilities around town.
- Drafting a revised and updated DAIP which includes feedback and suggestions received throughout the consultation process.
- Examination of the initial Disability Service Plans and subsequent progress reports to see what has been achieved and what still needs work.
- Consultation with all staff and an invitation for input.
- When the draft plan is adopted for public comment, broader input will be sought through advertising. The draft plan will also be sent to stakeholders including the Disability Services Commission.

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.

In addition to the steps already outlined in this Plan, the following consultation methods were central to the review process.

- In May and June 2013 the community was informed through the local newspaper (The Beverley Blarney), which has a very high local readership, the Shire of Beverley Notice Board, Councillors, Staff, “front counter” notices and Shire’s website, that the Shire was developing a DAIP to address barriers to access and inclusion for people with Disability and their families. An invitation was extended to provide input either in writing, by telephone or in person at a public forum.

## **Findings of the consultation**

The review and consultation found that most of the initial objectives in the first DSP had been achieved and that a new plan will continue to strengthen the overall Shire and community culture and address access barriers at the local level. It will also recognise legislative and regulatory changes such as striving for inclusion and access beyond the minimum compliance of the standards. For the first time, Outcome seven is being included in the plan.

The consultation assisted to identify any additional initiatives to access and inclusion, to be addressed in the DAIP Action Plan.

## **Access Barriers**

The access barriers identified in the consultation process

- Footpaths required in areas around the town, some footpaths require upgrading or repair.
- Awareness of Sporting and Community organizations about access to some occasional events
- Shire policy to be developed and referred to Council for adoption.
- Staff Policy Manual, training and recruiting practices to be modified to take account of Outcome seven.
- While most facilities have ACROD parking for people with disability, maintenance and signage is still an issue.
- Programmed review of ACROD parking within the Townsite and at other district facilities.

- Shire's website to be assessed to best meet the needs of people with disability.
- Review of Shire public documents to ensure compliance with accessibility guidelines.
- Some access issues related to private premises – for example local businesses.
- Some inter-agency issues – for example speeding vehicles on the highway were reported as a major difficulty with road crossings on gophers.
- Most commonly mentioned issues were related to pathway maintenance – roots, glass, silt, broken or lifted pavers.

These findings will guide the development of strategies in this DAIP. The findings also assist in setting timeframes for the completion of implementation strategies.

## **Responsibility for implementing the DAIP**

Implementation of the DAIP is the responsibility of every staff member and all operational areas of the Shire. The Disability Services Act (1993) requires all public authorities to take 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**

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 of the Plan through all Shire outlets and through the local media. Copies of the plan will be made available upon request and in alternative formats, including hard copy in standard and large print, electronic format, audio format on CD, by email and on the Shire's website.

Staff will be informed via staff regular briefing forums, 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 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.

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

Employees 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.

## **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; and
- the strategies used to inform agents and contractors of its DAIP. Agents and Contractors will be made aware of the Shire of Beverley's DAIP in writing within contracts and via the Shire of Beverley website.

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 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.

<b>Strategy</b>
Ensure that people with Disability are consulted on their needs for services and the accessibility of current services.
Monitor Shire services to ensure equitable access and inclusion.
Develop the links between the DAIP and other Shire plans and strategies.
District events, are accessible to people with Disability.
Promote Health and Wellbeing programmes.
Regularly promote Disability Services and programmes available within the Shire

## **Outcome 2**

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

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

### **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.

<b>Strategy</b>
Ensure that the community is aware that Shire information is available in alternative formats upon request.
Improve staff awareness of accessible information needs and how to provide information in other formats.
Accommodate the provision of support personnel to significant events on request.
Ensure that the Shire's website meets contemporary good practice.

### **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.

<b>Strategy</b>
Ensure that all employees, current and new, and Elected Members are aware of disability and access issues and have the skills to provide appropriate services.

### **Outcome 5**

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

<b>Strategy</b>
Ensure that feedback and grievance mechanisms are known and accessible for people with Disability.

### **Outcome 6**

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

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

### **Outcome 7**

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

<b>Strategy</b>
Ensure that people with Disability are actively encouraged to apply for employment with the Shire of Beverley.
Ensure that staff are informed and aware of the Council commitment to Equal Opportunity employment.

# Appendix 1

## **Progress since 1996 under the Disability Service Plan**

- Talking books were relocated to one specific, clearly signed location in the library.
- Large print books were relocated to one specific, clearly signed location in the library.
- Aisles in the library were widened
- Large print copy of the local paper located in the library
- Electronic Doors installed to entrance of Shire office.
- Unisex accessible public toilets were built in town centre.
- Footpaths in the main street have been built or upgraded.
- Ramps have been installed at the Town Hall, Doctors' Surgery and the Shire Administration Building and Recreation Centre.
- An Accessible Information policy was developed.
- Information was made available in alternative formats on request.
- Key Shire employees made aware of contact for disability information from the Project Officer in Beverley when required.
- Information on consultations was simplified and made available in alternative formats upon request.
- Municipal election voting was held in accessible buildings and
- Some voting booths were modified to suit people using wheelchairs.
- The New Recreation Ground Project was built with dedicated disabled toilets, ramps, doors and access throughout the building. People from the local area with disability also provided feedback towards the new project.
- Books on Wheels was established for people with disability.



## **Role Key**

CEO	Chief Executive Officer
DCEO	Deputy Chief Executive Officer
EHO	Environmental Health Officer
BS	Building Surveyor
MOW	Manager of Works
SP	Shire Planner
CSO	Community Service Officers
PO	Payroll Officer

# Shire of Beverley

## Disability Access and Inclusion Plan Implementation Plan 2013 – 2018

# Implementation Plan

The Implementation Plan details the task, timelines and responsibilities for each broad strategy to be implemented in 2013-2018 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.

<b>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 Beverley.</b>			
<b>Strategy</b>	<b>Task</b>	<b>Task Timeline</b>	<b>Responsibility</b>
Ensure that people with disability are consulted on their need for services and the accessibility of current services.	<ul style="list-style-type: none"> <li>I. Discuss access and inclusion where appropriate at all meetings with the public.</li> <li>II. Develop staff consultation Guidelines for future review of services</li> </ul>	2015-2018	CEO SP
Monitor Shire services to ensure equitable access and inclusion.	<ul style="list-style-type: none"> <li>I. Conduct systematic reviews of the accessibility of services.</li> <li>II. Inform Council of identified barriers and provide feedback to customers</li> </ul>	2013-2018	CSO DCEO
Develop links between the DAIP and other Shire plans and strategies.	<ul style="list-style-type: none"> <li>I. Incorporate the objectives and strategies of the DAIP into the Shire's existing planning processes, particularly the Strategic Plan.</li> </ul>	2014-2015	CEO SP
District events, are accessible to people with disability.	<ul style="list-style-type: none"> <li>I. Encourage Organisations to ensure that all events are planned using an Accessible Events checklist.</li> </ul>	2013 Annually	CSO
Promote Health and Wellbeing programs.	<ul style="list-style-type: none"> <li>I. Establish a volunteer roster to support access and inclusion for participation in the Shire of Beverley Gym.</li> </ul>	2013	CEO DCEO
Regularly promote Disability Services and programs available within the Shire.	<ul style="list-style-type: none"> <li>I. Prepare a rolling advertising schedule for the Beverley Blarney to promote and increase participation.</li> </ul>	2013	CSO

<b>Outcome 2: People with disability have the same opportunities as other people to access the buildings and other facilities of the Shire of Beverley.</b>			
<b>Strategy</b>	<b>Task</b>	<b>Task Timeline</b>	<b>Responsibility</b>
Ensure that all buildings and facilities meet the standards for access and any demonstrated additional need.	<ul style="list-style-type: none"> <li>I. Inspection program for buildings to identify access barriers to buildings and facilities.</li> <li>II. Investigate options for provision of fully accessible toilets at the Railway Outdoor Theatre</li> </ul>	2014	BS MOW
Ensure that all new or redevelopment works provide access to people with disability, where practicable.	<ul style="list-style-type: none"> <li>I. Ensure that the legal requirements for access are met in all plans for new or redeveloped buildings and facilities.</li> <li>II. Ensure that development application meet the legal requirements.</li> </ul>	2013-2018	EHO MOW BS
Advocate to local businesses and tourist venues the requirements and benefits flowing from, the provision of accessible venues.	<ul style="list-style-type: none"> <li>I. Provide information (available on the DSC website), on the needs of people with disability, legal requirements and best practice.</li> <li>II. Promote access to business and inform each business of 2013 DAIP review outcomes.</li> <li>III. Make access information available on the Shire's website.</li> </ul>	2014-2018	CEO
Ensure that all recreational areas are accessible.	<ul style="list-style-type: none"> <li>I. Conduct audit of Shire pool, Community Hall, Playgrounds and Caravan Park.</li> <li>II. Develop and implement a program of progressive upgrades.</li> </ul>	2014	EHO BS
Ensure that ACROD parking meets the needs of people with Disability in terms of visibility quantity and location.	<ul style="list-style-type: none"> <li>I. Evaluate ACROD bays and signs in the vicinity of business centre.</li> </ul>	2013-2018	MOW
Identify barriers and hazards with the town and at district facilities.	<ul style="list-style-type: none"> <li>I. Develop a systematic schedule and check list for use by staff.</li> </ul>	2016	EHO

<b>Outcome 3: People with disability receive information from the Shire of Beverley in a format that will enable them to access the information as readily as other people are able to access it.</b>			
<b>Strategy</b>	<b>Task</b>	<b>Task Timeline</b>	<b>Responsibility</b>
Ensure that the community is aware that Shire information is available in alternative formats upon request.	<ul style="list-style-type: none"> <li>I. Publicise the availability of other formats in the local newspaper.</li> <li>II. Disseminate information to staff for distribution to residents</li> </ul>	2014	DCEO
Improve employee awareness of accessible information needs and how to provide information in other formats.	<ul style="list-style-type: none"> <li>I. Educate employees in providing accessible information.</li> </ul>	2013-2018	DCEO
Ensure that the Shire's website meets contemporary good practice.	<ul style="list-style-type: none"> <li>I. Evaluate website to ensure it complies with the web content guidelines and meets local needs.</li> </ul>	2014-2015	DCEO

<b>Outcome 4: People with disability receive the same level and quality of service from the employees of the Shire of Beverley as other people receive.</b>			
<b>Strategy</b>	<b>Task</b>	<b>Task Timeline</b>	<b>Responsibility</b>
Ensure Elected Members and employees are aware of our DAIP and information that is available from DSC.	<ul style="list-style-type: none"> <li>I. Ensure staff and Councillors are aware of services and access needs of people with Disability.</li> </ul>	2013	CEO
	<ul style="list-style-type: none"> <li>II. Assess Staff training needs at each performance review.</li> </ul>	2014-2018	DCEO

<b>Outcome 5: People with disability have the same opportunities as other people to make complaints to the Shire of Beverley.</b>			
<b>Strategy</b>	<b>Task</b>	<b>Task Timeline</b>	<b>Responsibility</b>
Ensure that grievance mechanisms are known and accessible for people with disability.	I. Review current grievance mechanisms and implement any recommendations.	2014	DCEO

<b>Outcome 6: People with disability have the same opportunities as other people to participate in any public consultation by a public authority.</b>			
<b>Strategy</b>	<b>Task</b>	<b>Task Timeline</b>	<b>Responsibility</b>
Ensure access for people with disabilities to established consultative process of Shire of Beverley.	I. Develop consultation Practice Notes for the shire that ensures the needs of people with different communication needs are met.	2013-14	SP
	II. Develop a register of people to provide comment on access and inclusion issues.	2014-15	CSO
Ensure that people with disability are aware of and can access other established consultative processes.	I. Ensure agendas, minutes and other documents are available on request in alternative formats and are published on the Shire's website.	2013-14	DCEO
	II. Investigate installing an audio loop in Council Chambers and the Town Hall.	2016	DCEO

<b>Outcome 7: People with disability have the same opportunities as other people to obtain and maintain employment with the Shire of Beverley.</b>			
<b>Strategy</b>	<b>Task</b>	<b>Task Timeline</b>	<b>Responsibility</b>
Ensure that people with disability are actively encouraged to apply for employment with the Shire of Beverley.	I. Review all draft Job advertisements to encourage applicants with disability to apply.	2013-14	DCEO
	II. Promote equity and diversity in the work place and with volunteers III. Ensure all aspects of recruiting and interviewing cover the positive outcomes from Equity and Diversity	2014-15	
People with disability have the same opportunities as other people to participate in any public consultation by the Shire of Beverley	I. Invite staff to give notice of their disability to HR/Payroll.	2013	DCEO
	II. Review suitability of plant and equipment based on feedback from staff.	2014	
	III. Identify people within the workforce who have disability.		