



# Shire of Mukinbudin

## DISABILITY ACCESS AND INCLUSION PLAN

**2019 – 2024**

This document is available in alternative formats upon request and includes electronic format by email, hard copy format in both large and standard print, and on the website at [www.mukinbudin.wa.gov.au](http://www.mukinbudin.wa.gov.au)

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## Acknowledgements

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In particular, thanks are given to all individuals, community members who contributed to this plan and also Shire staff.



## 1. Background

### 1.1 Demographics

The Shire of Mukinbudin is situated in the North Eastern Wheatbelt, 293 kilometres north east of Perth and 85 kilometres north of Merredin - 3,437 square kilometres in area. The Shire adjoins the local governments of Mount Marshall, Trayning, Nungarin and Westonia.

The Shire consists of Bonnie Rock, Dandanning, Karloning, Lake Brown, Mukinbudin and Wilgoyne. Mukinbudin is the only developed townsite within the Shire's population of 555. The town is located at the southern end of the Shire and is the service centre for a farming population of 274 with the balance of the population residing in the urban centre of Mukinbudin. The road network involves 921 kilometres of roads links the districts of Mukinbudin, Bonnie Rock, Wialki, Wilgoyne and Lake Brown.

The Shire has a number of sporting facilities for football, hockey, cricket, basketball, golf, netball, lawn bowls, tennis, swimming and pistol shooting. Other facilities accommodate art and craft groups, community service groups, book clubs, Community Shed, playgroup and occasional care centre. The town of Mukinbudin has a Primary School, incorporating a Pre-Primary and Kindergarten, a High School to Year 10, Tertiary and Further Education and Distant Education.



The main local industries in Mukinbudin includes cereal grain farming, sheep and wool farming, small scale mining, farm machinery, metal fabrication and farm stay accommodation. There is also an increase in tourist activity with many fascinating rock formations and spectacular wildflowers mostly in the spring.

Tourist attractions include the many granite outcrops scattered throughout the Shire and the nature reserve with diverse wildflowers and wildlife. A Bed & Breakfast is located on a farm to the north-east of Mukinbudin, from which visitors can readily travel to Beringbooding Rock, Joureding Rock, De-Eranning Rock, and Yanneymooning Rock, plus Elachbutting Rock in neighbouring Westonia Shire. Wattoning Historical Site to the north of Mukinbudin townsite reflects the hardships of collecting water by the pioneers from a gnamma hole, a soak, and two rock lined wells. The Pioneer Botanical Walk along the southern boundary of the Mukinbudin townsite recognises the contribution of pioneer and Aboriginal women in developing the District.

Other historical displays have been compiled within the old Mukinbudin Railway reserve. A corrugated bulk grain silo built in 1949 by Mr Lloyd George Jones that was located 3 kilometres north of the Mukinbudin townsite has been relocated into the town to recognise the importance of the grain growing industry to the District.

## **1.2 The Shire History**

In the 1870s pastoralists took up large leases in excess of 20,000 acres to run sheep, plus land was also taken up by Sandalwood cutters and miners en-route to the goldfields. In 1910 the first farmers arrived to commence wheat growing on their 1,000 acre blocks, and it was some time before they added stock to what had been only a wheat growing enterprise. In 1920 the government decided to extend the railway line from Bencubbin to the Mukinbudin area, and the district surveyor, after inspecting the area, decided that a townsite was required. He advised that the local Farmers and Settlers Association wanted the townsite named Barlbarin instead of Muckenbooding, the name by which the area was then known. Land for the townsite was resumed in 1921, and by 1922 when the townsite was gazetted, the local settlers had changed their mind and now wanted it named Muckenbooding, although preferring a shortened spelling. The Surveyor General, H S King, decided it should be spelt Mukinbudin as noted in the gazettal notice of 30<sup>th</sup> June 1922. Muckenbooding is an Aboriginal name, first recorded use in 1889 for Muckenbooding Rock, however, the meaning of the name is not known.

In 1922 the townsite of Mukinbudin was part of the Nungarin Road Board. In 1933 a separate Road Board was established with Mukinbudin as its administrative centre with two smaller sidings within its boundaries – Bonnie Rock to the north and Lake Brown to the east of Mukinbudin, respectively.

### **1.3 Functions, Facilities and Services (both in-house and contracted) provided by the Shire of Mukinbudin**

The Shire of Mukinbudin is governed by nine elected members of Council, who are responsible for an annual budget of about \$2.6 million. The Shire of Mukinbudin provides a range of functions, facilities and services including but not limited to:

- **Services to property include:** construction and maintenance of roads and footpaths; stormwater drainage; domestic waste collection and disposal, including recycling of certain domestic waste; drumMUSTER collection services and facility; litter control and street cleaning; street tree and roadside tree pruning; bushfire control; dog control; cat control and maintenance of parks and gardens.
- **Recreation Services to the community include:** provision and maintenance of outdoor playing areas for football, cricket, hockey, basketball, and tennis, including lawn bowls, the public swimming pool facility, children's playground, and Pioneer Botanical Walk trail; plus provision and maintenance of the sporting complex with its social lounge/bar facilities and an indoor hall which caters for basketball/netball/volleyball.
- **General Services to the community include:** providing rooms for the visiting doctor Allied Health Services are available through the Mukinbudin Nursing Post; Community Resource Centre, Ambulance service is on call; a public library; provide and take bookings for the community bus; caravan park; and cemetery.
- **Local Government Regulatory Services to the community include:** planning processes; building control; environmental health; public health; and ranger service.
- **Local Government Administration Services to the community include:** provision of general information to the public, lodging and resolution of complaints, collection of rates; vehicle and firearm licensing, and dog registrations.
- **Processes of Local Government include:** ordinary and special council and committee meetings, annual elector meetings and election of council members.

Shire facilities include:

- Mukinbudin Public Library
- Mukinbudin Memorial Hall
- Mukinbudin Memorial Pool
- Mukinbudin Community Resource Centre
- Mukinbudin Sporting Complex
- Mukinbudin Caravan Park





#### **1.4 People with disability in the Shire of Mukinbudin**

The WA Disability Services Act (1993) defines disability as a condition:

- That is attributed to an intellectual, cognitive, neurological, sensory or physical impairment or a combination of those impairments
- That is permanent or likely to be permanent; and
- That may or may not be episodic in nature, and
- That results in a substantially reduced capacity of the person for communication, social interaction learning or mobility and a need for continuing support services

The Australian Bureau of Statistics (ABS) Survey of Disability, Ageing and Carers (2015) estimated that 18.3% of the population in Australia had a disability. The Shire population is 555 people (2016 Census) and it is therefore estimated that 76 people living in the Shire have a physical disability.

Due to the size of the population and its proximity to the Shire of Merredin, which is a regional centre, there are limited facilities provided in the Mukinbudin Shire for people living with disability although future plans are to ensure universal design for new projects undertaken by the Shire.

As a result of consultation with construction companies operating within Wheatbelt areas, recognition is being given to demographic research and emerging trends. This research identifies that many retired persons are electing

to sell their homes in Perth and surrounding metropolitan areas for more affordable housing in the Wheatbelt. People considering a move to the Wheatbelt are influenced by the facilities available in the towns such as medical services and the accessibility and inclusivity of the towns. Towns with accessible public buildings, footpaths, shops and clubs are considered highly when choosing to relocate. This trend is being embraced at CEO level to encourage re-vitalisation and growth as more people choose to re-locate and settle into the towns. By recognising these current trends and the subsequent future needs of the local community, the Shire is better placed to prioritise areas for access and inclusion particularly with community and town building in mind as part of the Shire's Strategic Plan.

The Shire has a new Health Centre and a nearby hospital in Kununoppin, 45kms away in the Shire of Trayning. Volunteer ambulance service provides transport to and from the hospital and beyond. Several local residents give their time and resources to drive people to Merredin for medical appointments if they have no other means of getting there.



Public toilet facilities can be found outside the Council Administration Office, in the Recreation Centre, and the public toilets at the old Railway Station and all have facilities suitable for people with disability. There is aged accommodation available within the Mukinbudin townsite consisting of twelve duplex units. The Shire has committed to the NEWROC scheme for the construction of up to three universal designed dwellings for rental.



## **1.5 Development of the Disability Access and Inclusion Plan**

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 information, facilities and services.

The Shire's Disability Access and Inclusion Plan is updated every five years. The plan is reviewed annually and an annual report is submitted to the Disability Services Commission.

## **1.6 Progress since 2008**

The Shire of Mukinbudin is committed to facilitating the inclusion of people with disability through the improvement of access to its facilities and services. To meet this goal, the Council reviewed the 2008 – 2012 and 2012-2017 Disability Access & Inclusion Plan in order to address barriers for people with disability and ensure present and future needs for persons with disability is identified and addressed. Since adopting the plan, the Shire of Mukinbudin has implemented a number of initiatives, some of which are highlighted in '*Appendix 1: Achievements*'.

The Shire has continued to improve access and remove barriers through the implementation of many strategies contained in the plan. Significant progress has been made towards providing better access to the community specifically age related disability and increased levels of engagement.

## **2. Disability Access and Inclusion Policy Statement**

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

The Shire of Mukinbudin also interprets an accessible and inclusive community as one in which all Council functions, facilities, and services (both in-house and contracted) are inclusive and accessible for people with disability as they are for other people in the wider community. The Shire will endeavour to the best of the Shires capacity to meet the needs of persons with disability.

To this end the Shire of Mukinbudin will strive to –

- recognise that people with disability are valued members of the community who make a variety of contributions to local, social, economic, and cultural life.
- believe that a community that recognises its diversity and supports the participation and inclusion of all its members makes for a richer community life.

- believe that people with disability, their families and carers should be supported to remain living and participating in the community.
- be committed to consulting with people with disability, their families and carers, and the community in general, to ensure that barriers to access and inclusion are appropriately addressed.
- be committed to supporting local community groups and other relevant organisations to facilitate the inclusion of people with disability through access to information, services, and facilities in the community.
- be committed to ensuring that its agents and contractors work towards the desired outcomes in the Shire's DAIP.

## **2.1 Seven Outcomes of the DAIP**

The Shire of Mukinbudin is also dedicated to achieving the seven desired outcomes through its DAIP. They are:-

- 1) People with disability, their families and carers have the same opportunities as other people to access the services of, and any events organised by, the Shire of Mukinbudin.
- 2) People with disability have the same opportunities as other people to access all buildings of a public nature, plus other facilities provided by the Shire of Mukinbudin.
- 3) People with disability receive information from the Shire of Mukinbudin 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, and contractors/agents to, the Shire of Mukinbudin.
- 5) People with disability have the same opportunities as other people to make complaints to the Shire of Mukinbudin.
- 6) People with disability have the same opportunities as other people to participate in any public consultation process with the Shire of Mukinbudin.
- 7) People with disability have the same opportunities as other people to obtain and maintain employment with the Shire of Mukinbudin.

### **3. Development of the Disability Access and Inclusion Plan (DAIP)**

#### **3.1 Responsibility for the planning process**

The Shire CEO has the responsibility to oversee the development, implementation, review and evaluation of the plan. The final plan is required to be endorsed by Council and it is the responsibility of all officers to implement the relevant actions. Weekly meetings are held on Wednesday with the CEO and Shire senior officers coordinating the DAIP. The Shire office staff discusses Shire operational matters on a daily basis inclusive of access and inclusion. Advertising for comment on the DAIP was invited through the local paper, notice boards, and leaflets at popular counters and posted on the Shire website. The Shire of Mukinbudin has reviewed and developed Disability Access and Inclusion Plan for the period of 2019 – 2024.

#### **3.2 Community Consultation Process**

In 2018, the Principal Environmental Health Officer (PEHO) undertook a review of the Shire's Disability Access and Inclusion Plan 2012-2017 to guide further improvements to access and inclusion. A new DAIP 2019 -2024 draft was developed. The process included:

- Examination of the current Disability Access Plan and subsequent progress reports to see what has been implemented to date, and to decide which areas require ongoing attention
- Review of annual progress reports, relevant council documents, disability legislation, developing trends and best practice in access and inclusion;
- Consultation with staff, consumers and the wider community;
- Consultation with professional and Department of Communities;
- Compliance with the Disability Services Regulations 2004 and its relevant amendments.

Advertisements were placed in the local community newsletter asking for areas of access and inclusion people felt needed to be addressed and/or improved to help develop the Shire's new DAIP or to provide advice on aspects that should be included in the DAIP. At the conclusion of the circulation of the questionnaires and comment papers the DAIP was drafted by Shire staff and has been advertised for final public comment.

#### **3.3 Findings of the Review**

The consultation provided an opportunity for a cross-section of staff and community members to comment on the plan. Feedback indicated that the Shire has made improvements to access across all seven outcomes of the DAIP

including buildings, facilities, services and employment as required by the current legislation.

High levels of satisfaction were indicated in the following areas:

- Accessing information
- ACROD - accessible parking
- Improved ramps
- Receiving high levels of customer service
- Opportunity to make complaints
- Employment



The review identified that the Shire has addressed all barriers to access and inclusion within the 2012 - 2017 DAIP with exception of the following areas that require further improvement.

- Ensure that the Shire's website meets contemporary good practice
- Resealed old and damaged ramps

The identification of this and the continuing evolution of identified barriers to access and inclusion form a guide to the implementation of Shire of Mukinbudin 2019 - 2024 DAIP. Barriers to access and inclusion when identified have not been prioritised; they will be dealt with individually on a case by case basis to allow flexibility should a need become more pressing and/or more readily addressed through appropriate funding and works. This approach assists in coordinating and funding for the completion of the strategies which have been designed to work in with day to day Shire operations to identify and deal with access and inclusion barriers.

### **3.4 Implementation of the DAIP**

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

A clause has been included in all contract and tender documents advising Contractors of their obligation to implement the Shire of Mukinbudin's DAIP wherever practicable and report annually on their compliance with the plan. Shire tender documents will include reference to the Shire of Mukinbudin DAIP and the requirement for contractors to be aware of and work towards its desired outcomes. Contractors will receive a copy of the DAIP and a copy of the contractor reporting form to complete and return to the Shire at the completion of their contract (or annually, whichever occurs first).

The Shire has also developed an evaluation form for local groups and organisations that receive funding from the Shire to capture how many people with disability attend community facilitated, Shire funded events and activities.

### **3.5 Promoting the DAIP**

Once the DAIP has been endorsed by Council and the Disability Services Commission it will be promoted widely via the website, through an advertisement in the local newspapers and at community events.

Copies of the DAIP can be obtained from the Shire and will be made available in alternative formats upon request. All staff shall undertake a Disability Awareness Training and information on how to access the DAIP.

### **3.6 Review and Monitoring**

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 and advertised the community.



The Implementation Plan can be updated more frequently at the discretion of the Shire.

### 3.7 Reporting on the DAIP

The Disability Services Act 1993 sets out the minimum reporting requirements for public authorities in relation to DAIPs.

The Shire of Mukinbudin will report on the implementation of its DAIP through the annual report outlining:

- Progress towards the desired outcomes of its DAIP;
- Progress of its agents and contractors towards meeting the six desired outcomes; and
- The strategies used to inform its agents and contractors of its DAIP.

The Shire is also required to report on progress in the prescribed format to the Disability Services Commission annually.

## 4. Strategies to Improve Access and Inclusion

The seven desired outcomes provide a framework for strategies aimed at improving access and inclusion for people with disability. The following strategies will be reflected in Council’s 2019-2024 Implementation Plan.

### Outcome 1:

People with disability have the same opportunities as other people to access the services of, and any events organised or sponsored by the Shire of Mukinbudin.

Strategies	Timeline
Consult people with disability on their need for services and the accessibility of current services	Annually Ongoing
Monitor the Shire facilities and support services to ensure equitable access and inclusion	Ongoing
Promote the inclusion of the DAIP values and goals into other Shire plans and strategies	Ongoing
Ensure that as far as possible and practicable, all events are inclusive to people with disability	Ongoing
Engage with appropriate entities to implement and broadcast the Shire’s access and inclusion initiatives	Ongoing

### Outcome 2:

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

<b>Strategies</b>	<b>Timeline</b>
Identify footpaths, playgrounds, parks and public buildings which require upgrade to improve access for people with disability	Ongoing
Ensure new and redevelopment building works, wherever practical provide access for people with disability in accordance with current Standards on Access and Mobility	Ongoing
Ensure adequate car parking for people with disability in all Shire of Mukinbudin car parks	Ongoing
Advocate to local businesses the benefits of providing accessible facilities and amenities and the importance of employing people with disability	Ongoing

### **Outcome 3:**

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

<b>Strategies</b>	<b>Timeline</b>
Ensure information on Council and Shire services, facilities is available and accessible in a range of formats by all sectors of the community	Ongoing
Ensure the Shire website meets best practice standards for people with disability	Ongoing
Consider the needs of people with disability when producing advertising materials for events and activities	Ongoing

### **Outcome 4:**

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

<b>Strategies</b>	<b>Timeline</b>
Raise awareness and understanding amongst existing staff, new employees about the disability access and inclusion.	Ongoing
Provide disability awareness training to staff to ensure they have the skills to offer high quality customer services to people with disability.	Ongoing
Encourage the identification of opportunities to improve the quality of service to people with disability	Ongoing
Ensure that staff, agents and contractors are aware of the relevant legislative requirements of the Disability Service Act (1993)	Annually ongoing

**Outcome 5:**

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

<b>Strategies</b>	<b>Timeline</b>
Ensure the complaints policy and procedures are accessible to people with disability and available in alternate formats upon request.	Ongoing
Encourage feedback from community to assist with removal of barriers and improvement of access.	Ongoing

**Outcome 6:**

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

<b>Strategies</b>	<b>Timeline</b>
Ensure public consultation is accessible to all people with disability	Ongoing
Ensure consultation is facilitated in an appropriate format to enable all members of the community to comment on the DAIP and disability access issues.	Ongoing as requested
Raise awareness of opportunities for people with disability to participate in the public consultation.	Ongoing

**Outcome 7:**

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

<b>Strategies</b>	<b>Timeline</b>
Incorporate a statement on each position description and job advertisement that the Shire is an equal opportunity employer.	Ongoing
Ensure the Shire has positive relationships with disability employment providers.	Ongoing
Undertake the monitoring of the needs of any Shire employee with a disability and to address those needs where possible to maintain their employment.	Ongoing as required
Provide management and staff with support and training on inclusion of people with disability in the workplace.	Ongoing

## **APPENDIX 1: Progress and Achievements**

### **Progress since 2008 under the Disability Access and Inclusion Plan**

#### **Outcome 1:**

**People with disability have the same opportunities as other people to access the services of, and any events organised or sponsored by the Shire of Mukinbudin:**

- The Shire Library has increased the number of audio books (talking books) and large print books held at the library, and these are regularly rotated through the WA LISA rotation program. These books are located at easily accessible levels and are well signed;
- Successful uploading of the Shire's DAIP onto the website;
- Positive relationships developed between other Shires through NEWROC grouping allowing a central exchange point of ideas and developments;
- Spring Festival and other events where community has involvement are held at the Mukinbudin Sporting Complex, Bowling Club or Shire Chambers, depending on numbers to facilitate persons with mobility disability, a main cause of disability within the Shire.

#### **Outcome 2:**

**People with disability have the same opportunities as other people to access the buildings and other facilities provided by the Shire of Mukinbudin:**

- Access ramps from footpaths to road surface have been provided in certain areas;
- Auto door has been installed at the main entrance to the Shire offices;
- Pram ramps to allow minimal trip hazard from road to footpath;
- Disabled toilet signage is provided to appropriate standard.

#### **Outcome 3:**

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

- The Shire advertised through the local Council newsletter that Council information is available in alternative formats upon request;
- Staff are aware of how to reformat information to assist people to access Shire information.

#### **Outcome 4:**

**People with disability receive the same level and quality of service from the staff of the Shire of Mukinbudin as other people receive from the staff of the Shire of Mukinbudin:**

- Shire staff continue to assist persons to help arrange travel to essential service, access books and audio for their enjoyment and to assist in understanding information.

**Outcome 5:**

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

- The Shire provides information through public documents regarding all Council agreed new works;
- On election days the Shire ensures that buildings are accessible and that modified polling booths are in place;
- The Shire staff have proven themselves to be most understanding and very giving in assistance towards people with disability.

**Outcome 6:**

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

- Shire staff and officers have assisted people with disabilities to access and be included in all Council discussions and functions on request;
- Staff provide and explain the purpose of the Council function or meetings in a professional manner.

**Outcome 7:**

**People with disability have the same opportunities as other people to obtain and maintain employment with the Shire of Mukinbudin:**

- Equal Opportunity Statements included in job advertisements;
- Opportunities for volunteering presented to persons with disability;
- Applications accepted from persons with disability and two persons with identified disability interviewed;
- Staff training in the employment of person with disability.



## **Implementation Plan 2019 - 2024**

The Implementation Plan itemizes what the Shire of Mukinbudin will be undertaking in 2018-2023 to improve access and inclusion to Shire services, information and facilities for people with disabilities.

The Implementation Plan is presented using a table to outline the:

- individual tasks being undertaken;
- timeline for completion of the individual tasks;
- officer position or part of the public authority with responsibility for completing the individual tasks; and
- the broad strategy that the individual tasks are supporting.

As outlined in the Shire of Mukinbudin's DAIP, many of the broad strategies will not be completed in 2019-2024; however individual tasks to support the achievement of those strategies may well be undertaken in part or whole in 2019-2024 through the Implementation Plan.

In the event some of the broad strategies will not be achieved in 2019-2024 they will be supported by tasks outlined in future Implementation Plans.

**Outcome One:**

**People with disability have the same opportunities as other people to access the services of, and any events organized or sponsored by the Shire of Mukinbudin.**

<b>Strategies</b>	<b>Task</b>	<b>Timeline</b>	<b>Responsibility</b>
Consult people with disability on their need for services and the accessibility of current services	<ul style="list-style-type: none"> <li>✓ Shire staff to document all concerns and requests and report to the appropriate shire officer where disability access and inclusion is not being fully met or can be improved</li> <li>✓ Bring up the topic of access and inclusion at all meetings attended by staff and councilors.</li> </ul>	Annually	All staffs and Management
Monitor the Shire services to ensure equitable access and inclusion	<ul style="list-style-type: none"> <li>✓ Staff to be encouraged to speak about access and inclusion issues in all services performed by the Shire</li> <li>✓ Staff to be invited to bring up identified concerns about access and inclusion</li> <li>✓ Rectify identified concerns and have a feedback mechanism in place</li> </ul>	Ongoing	Management
Promote the inclusion of the DAIP values and goals into other Shire plans and strategies	<ul style="list-style-type: none"> <li>✓ Incorporate the objectives and strategies of the DAIP into the Shires Strategic Plan</li> <li>✓ Monitor new and reviewed Shire plans where DAIP values can be incorporated</li> </ul>	Ongoing	Management
Ensure that as far as possible and practicable, all events within the Shire are accessible and inclusive to people with disability	<ul style="list-style-type: none"> <li>✓ That public events within the Shire are planned incorporating the 'Creating Accessible Events Checklist'</li> <li>✓ That privately run events are introduced to the 'Creating Accessible Events Checklist' and encouraged to implement</li> </ul>	Ongoing	Management
Engage with the 'You're welcome' at AccessWA to assist with implementing and broadcasting the	<ul style="list-style-type: none"> <li>✓ Nominate staff to liaise with 'You're welcome' at AccessWA to prepare for and initiate a site visit to the Shire to identify accessible places and building</li> <li>✓ Encourage businesses and groups to be part of the</li> </ul>	Ongoing	Management

shire's access and inclusion for people with disabilities and to promote this to businesses and groups within the shire	'You're Welcome' package ✓ Update the website to better broadcast the shires 'You're Welcome' features		
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**Outcome Two:**

**People with disability have the same opportunities as other people to access the buildings and other facilities provided by the Shire of Mukinbudin.**

Strategies	Task	Timeline	Responsibility
Public building inspections to also consider standards for access and requested additional needs for access	<ul style="list-style-type: none"> <li>✓ Inspection of public building to include review of access for persons with mobility disabilities</li> <li>✓ Incorporate into inspection reports submissions for funding to implement access upgrades</li> <li>✓ Discuss with people using buildings at time of inspection about any access issues</li> </ul>	Continuing	PEHO and Handyman
Redevelopment building works to have where practical mobility disability access and disability access where required	<ul style="list-style-type: none"> <li>✓ That the Shires building officer is involved at the early building design stage to ensure compliance with the disability requirements in buildings</li> <li>✓ Whilst new building projects are being work-shopped that consultation is done to invite comment on access and inclusion matters</li> </ul>	Continuing	PEHO and CEO
New building works have mobility disability access and disability access where required	<ul style="list-style-type: none"> <li>✓ That the Shires building officer is involved at the early building design stage to ensure compliance with the disability requirements in buildings</li> <li>✓ Whilst new building projects are being work-shopped that consultation is done to invite comment on access and inclusion matters</li> </ul>	Continuing	PEHO and CEO
Advocate to local businesses the benefits	<ul style="list-style-type: none"> <li>✓ Introduce to existing and new businesses in the Shire a 'You're welcome' kit and promote the benefits</li> </ul>	Continuing	PEHO and CEO

of accessible venues and the importance where identified of requirements for disabled access	✓ Invite local businesses to participate in 'You're welcome' onsite inspections		
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**Outcome Two (Continued):**

**People with disabilities have the same opportunities as other people to access the buildings and other facilities provided by the Shire of Mukinbudin.**

Strategies	Task	Timeline	Responsibility
Engage with the 'You're welcome' at AccessWA to assist with implementing and broadcasting the Shires access and inclusion for people with disabilities and to promote this to businesses and groups within the Shire	✓ Arrange inspections with the 'You're welcome' staff from AccessWA to identify access and inclusion positives and negatives and strive towards listing the Shire as an accessible and inclusive destination	2014	PEHO and CEO

**Outcome Three:**

**People with disabilities receive information from Council in a format that will enable them to access the information as readily as other people are able to access it.**

Strategies	Task	Timeline	Responsibility
Make available Council and Shire information on request in suitable electronic form to assist	<ul style="list-style-type: none"> <li>✓ Provide staff with access to information that assist with digital document reformatting</li> <li>✓ Provide staff with access to alternative avenues of communications such as computer enhanced</li> </ul>	Continuing	CEO and Administration staff

visually and hearing impaired persons to easily understand information published	<ul style="list-style-type: none"> <li>speaking documents</li> <li>✓ Liaise with the telecentre staff to highlight available technology for the needs of people with hearing and visual disabilities</li> </ul>		
When information is available in physical form that it is easily accessible and also available in another format on request to assist persons to easily understand information published	<ul style="list-style-type: none"> <li>✓ That paper copies of public accessible documents are provided on request in an agreeable format such but not limited to CDROM to permit formatting of text and/or speaking document ability via a PC</li> <li>✓ All public documents to be made available at the Shire front counter</li> </ul>	Continuing	CEO and Administration staff

**Outcome Four:**

**People with disabilities receive the same level and quality of service from Council staff as other people receive from the staff of Council.**

<b>Strategies</b>	<b>Task</b>	<b>Timeline</b>	<b>Responsibility</b>
That shire staff are confident and professional when interacting with persons with disabilities	<ul style="list-style-type: none"> <li>✓ Maintain the existing confidence and professionalism of Shire staff in dealings with customers and warrant this for future employees. Education resources available through DSC, WALGA and other suitable education assets will be used</li> </ul>	Continuing	CEO and Administration staff
Staff to be encouraged to identify any areas where the quality of service to people with disabilities can be initiated and/or improved	<ul style="list-style-type: none"> <li>✓ Encourage staff at the appropriate staff meetings to raise access and inclusion issues that could need investigation</li> </ul>	Continuing	CEO, Administration staff and 'outside' staff



**Outcome Five:**

**People with disabilities have the same opportunities as other people to make complaints to Council.**

<b>Strategies</b>	<b>Task</b>	<b>Timeline</b>	<b>Responsibility</b>
Maintain the existing and future staff confidence and professionalism to interact with persons with disabilities when complaints are being lodged	✓ Maintain the existing confidence and professionalism of Shire staff in dealings with customers and warrant this for future employees. Education resources available through DSC, WALGA and other suitable education assets will be used	Continuing development and training and mentoring new staff	CEO, Senior Admin Staff
Make available on request mediums suitable for persons with disability to lodge complaints	✓ Maintain the existing and new staff capabilities to assist people where appropriate with methods for making complaints that suit individual needs	Continuing development and training and mentoring new staff	CEO, Senior Admin Staff

**Outcome Six: People with disabilities have the same opportunities as other people to participate in any public consultation by Council.**

<b>Strategies</b>	<b>Task</b>	<b>Timeline</b>	<b>Responsibility</b>
Public consultation is facilitated in suitable buildings to permit inclusion of persons with mobility disabilities	<ul style="list-style-type: none"> <li>✓ Include in notifications of public consultation the option to request a building suitable for particular access</li> <li>✓ Plan meetings in buildings best suited to achieve maximum inclusion of all persons with consideration of maximum number allowed</li> </ul>	Continuing as needed	CEO, Admin staff  CEO, PEHO & Admin staff
On request that suitable technology is made	✓ Include in notifications of public consultation the option to request technology/devices that will	Continuing as needed	CEO, Admin staff

available to assist persons with disability participate in public consultation	assist people to participate ✓ Prepare counter staff to receive requests for technology/devices and that this request is expedited to the responsible officer to arrange		CEO, PEHO & Admin staff
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**Outcome Seven:**

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

Strategies	Task	Timeline	Responsibility
Incorporate a statement on each position description and job advertisement that the Shire is an equal opportunity employer.	✓ Include the equal opportunity statement in all position descriptions and job advertisements issued by the Council.	Continuing.	CEO, Admin staff
Undertake to monitor the needs of any employee with a disability and to address those needs where possible to maintain their employment.	✓ Ensure the needs of disabled people are monitored through performance reviews and routine checks where staff are known to have a disability.	Continuing.	CEO, Admin staff