

Shire of Derby/West Kimberley

Disability Access and Inclusion Plan (DAIP) 2016 -2021

This plan is available in alternative formats such as large print, electronic format (emailed).

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Acknowledgements

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Background

The Shire of Derby/West Kimberley

The Shire of Derby/West Kimberley covers a vast area of 123,054 square kilometers and is located more than 2,300 kilometers north of Perth. In our Shire there are numerous Aboriginal communities surrounding our three gazetted towns – Derby, Camballin and Fitzroy Crossing.

Population

The shire has a population of over 6,500 people. A large portion of the population are Aboriginal Australians. A high proportion of the population are employed in State and Commonwealth Agencies, such as Main Roads WA, Health Services and various service Departments, involved in providing services to outlying Aboriginal communities. The remainder are small business people employed in servicing the mining, pastoral and tourism industries.

Amenities

As a servicing Shire we offers a good mix of amenities throughout Derby and Fitzroy Crossing. We have a recreation facility in both townships. Swimming pools, libraries, ovals and multipurpose courts and rodeo facilities. A good selection of shopping is available with two supermarkets in Derby as well as a supermarket in Fitzroy Crossing, clothing and furniture shops, news agency, chemist and hotels and restaurants/cafes.

There are two primary schools, a high school in Derby, there is a District High School in Fitzroy Crossing, which offers schooling from preschool to year 12. Health services are provided by the hospitals and there are extended care facilities for the aged and infirm.

Functions, facilities and services (both in-house and contracted) provided by the Shire of Derby/West Kimberley

The Shire of Derby/West Kimberley is responsible for a range of functions, facilities and services including:

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

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 swimming pool; public library and information services; citizenship ceremonies; 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; health environmental services and ranger services, including dog control.

General administration: the provision of general information to the public and the lodging of complaints and payment of fees including rates and dog licenses.

Processes of government: The region is governed as per the Local Government Act 1995.

People with disability in the Shire of Derby/West Kimberley

Situated in the remote northwest of Western Australia the Shire of Derby/West Kimberley's population has fluctuated over the years. According to the Australian Bureau of Statistics (ABS) Survey of Disability, Ageing and carers (2012), 18.5% of Australians or just fewer than one in five people, identify themselves as having some form of disability.

In the 2011 Census 4765 people self-identified as having a disability with 165 identifying they need some sort of assistance. The 2011 Census also showed 305 people were providing unpaid assistance to a person with a disability. 625 people are receiving the Disability Support Pension from Centrelink as of March 2016.

Planning for better access

It is a requirement of the Disability Services Act (1993) that all Local Governments develop and implement a Disability Access and Inclusion Plan (DAIP) that outlines the ways in which they will ensure that people with disability have equal access to its facilities and services.

Other legislation underpinning access and inclusion includes the Western Australian Equal Opportunity Act (1984) and the Commonwealth Disability Discrimination Act 1992 (DDA). While Action Plans are not compulsory under the DDA, they can assist organisations to become more accessible and inclusive, and can provide some clarity during disability discrimination proceedings. A DAIP may also satisfy the DDA's requirements for Action Plans.

Progress since 2012

The Shire of Derby/West Kimberley has continued its commitment to ensuring the inclusion of people with disability and medical conditions, through improving access to its information, services and facilities and adopting inclusive policies and practices.

The Shire of Derby/West Kimberley Disability Access and Inclusion Plan 2012 – 2016 outlined strategies to increase access and inclusion to the Shire's services and facilities for people with disability and medical conditions. The DAIP addressed the Shire's statutory requirements under the WA Disability Services Act (1993) and the Commonwealth Disability Discrimination Act (1992).

The Shire of Derby/West Kimberley has implemented many initiatives and made significant progress towards access and inclusion for people with disability and medical conditions. Some of these initiatives are highlighted in Appendix 1.

The Disability Access and Inclusion Plan 2016 – 2021 will build on these initiatives and the progress made.

Access and Inclusion Policy Statement

The Shire of Derby/West Kimberley is committed to ensuring that the community is an accessible and inclusive community for people with disability, their families and carers.

The Shire interprets an accessible and inclusive community as one in which people with a disability can access and are welcomed to participate in all Local Government functions, facilities and services (both in-house and contracted) in the same manner and with the same rights and responsibilities as other members of the community.

- The Shire of Derby/West Kimberley recognizes that people with disability are valued and contributing members of the community who make a variety of contributions to local social, economic and cultural life. The Shire believes that a community that recognizes its diversity and supports the participation and inclusion of all of its members makes for a richer community life.
- The Shire of Derby/West Kimberley believes that people with disability, their families and carers should be supported to remain in the community of their choice.
- The Shire of Derby/West Kimberley is committed to consulting with people with disability, their families and carers and, where required, disability organisations to ensure that barriers to access and inclusion are addressed appropriately.
- The Shire of Derby/West Kimberley is committed to ensuring that its agents and contractors work towards the desired outcomes in the DAIP.
- The Shire of Derby/West Kimberley is committed to working in partnership with local community groups and businesses to facilitate the inclusion of people with disability through improved access to information, services and facilities in the community.

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

Development of the Disability Access and Inclusion Plan

Community consultation process

In 2016, the Shire undertook to review its DSP, 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 review reports to see what had been achieved and what still needs work;
- Examination of other Shire documents and strategies;
- Investigation of contemporary trends and good practice in access and inclusion;
- 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 DAIPs. Local Governments must call for submissions (either general or specific) by notice in a newspaper circulating in the local district of the Local Government, under the Local Government Act (1995), or on any website maintained by or on behalf of the Local Government. Other mechanisms may also be used.

In February 2016 the community was informed through the local newspaper, radio, the Shire's website and an email to contact lists that the Shire was reviewing its DAIP to address the barriers that people with disability and their families experience in accessing information, services and facilities.

The community was advised through the local newspapers, radio and the Shire's website to provide input into the development of the plan by:

- Advertising the DAIP on 6DBY via advert and interviews on the subject.
- Advertising the opportunity for community consultation in the Muddy Waters
- Consultation documents provided to service agencies to discuss direct with clients. Agencies included KISFA and Seniors Homes.
- Advertised on the Shire's website, with public comment sought. Public comment forms provided at SDWK facilities including Administration offices, Swimming Pool and Libraries
- Received 7 public submissions regarding plan and identified issues within the Shire.

Findings of the consultation

It was found that many areas still require improvement throughout the Shire and inclusion in the new plan. The new plan should not only address current access barriers but also reflect contemporary values and practices, such as striving for inclusion and meeting more than the minimum compliance with access standards. It must also keep abreast of legislative and regulatory changes.

The area's most requiring improvement were; footpaths, carparks & access to buildings.

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

Access barriers

While the review and consultation noted a great deal of achievement in improving access it also identified a range of barriers that require redress. These access barriers include:

- Event access for people with a disability can be hampered by poor parking.
- Suitable parking for people with disability and footpaths may not be meeting the needs of this growing demographic. Request for wider ACCORD parking was common
- Elements of the Shire's website may require improvement to best meet the needs of people with disability.
- Disability access to SDWK tourist locations such as jetty may need improvement.

The identification of these barriers informed the development of strategies in the DAIP. The barriers have been prioritized in the form of LOW, MEDIUM and HIGH priority (refer to Appendix 3). This assisted setting timeframes for the completion of strategies to overcome those access barriers.

Responsibility for implementing the DAIP

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

Implementation of the DAIP is the responsibility of all areas of the Shire. Some actions in the Implementation Plan will apply to all areas of the Shire while others will apply to a specific area. The Implementation Plan sets out who is responsible for each action.

Communicating the plan to staff and people with disability

In October 2016 copies of the final DAIP were sent to those who contributed to the planning process including Shire employees, people with disability, their families, carers, disability organisations and relevant community groups for feedback.

The community has been advised through the local media (newspaper and radio) that copies of the plan are available to the community upon request and in alternative formats if required, including hard copy in standard and large print, electronic format, upon request an audio, by email and on the Shire's website.

As plans are amended Shire employees and the community will be advised of the availability of updated plans, using the same methods.

Review and evaluation mechanisms

The Disability Services Act sets out the minimum review requirements for public authorities in relation to DAIPs. The Shire's DAIP will be reviewed at least every five years, in accordance with the Act. The DAIP Implementation Plan may be amended on a more regular basis to reflect progress and any access and inclusion issues which may arise.

Whenever the DAIP is amended, a copy of the amended plan will be lodged with the Disability Services Commission.

Monitoring and reviewing

- SDWK will refer to a reformed reference committee as required to track improvements as requested by community. DSC do take part in interagency meetings and do raise concerns for consideration by all agencies.
- Annual reports will be provided to the Disability Services commission outlining achievements over the past year as well as highlighting barriers.
- The Officers will prepare a report each year on the implementation of the DAIP. A status report will be provided to Council for formal endorsement for inclusion in the Annual report.

Evaluation

- Feedback will be sought from community regarding issues as part of yearly review via email, social media and website.
- A notice about the consultation process will be placed around the Shire and in the *Muddy Waters* community newspaper and posted on the Shire's website, announced on Information Radio and circulated to disability service providers.
- In seeking feedback the working party will also seek to identify additional barriers that were not identified in the initial consultation.
- The officers will use some of the consultation processes used during the initial consultations including: meetings with people with disability and disability organisations.
- Elected Members of Council and Shire employees will also be requested to provide feedback on how well they believe the strategies are working and to make suggestions for improvement.
- Implementation Plans will be amended based on the feedback received and copies of the amended Implementation Plan, once endorsed by Council, will be available to the community in alternative formats.

Reporting on the DAIP

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

The Shire will report on the implementation of its DAIP through its Annual Report and the prescribed progress report template to the Disability Services Commission by 30 June each year, 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 its agents and contractors of its DAIP.

Strategies to improve access and inclusion

As a result of the consultation process the following overarching strategies will guide tasks, reflected in the Implementation Plan, that the Shire of Derby/West Kimberley will undertake from 2016-2021 to improve access to its services, buildings and information. The seven desired outcomes provide a framework for improving access and inclusion for people with disability in the Shire of Derby/West Kimberley.

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 Derby/West Kimberley.

Strategy	Timeline
Reestablish an updated Disability Access Committee to guide the implementation of DAIP activities and ensure accountability.	2017
Ensure that people with disability are provided with an opportunity to comment on access to services.	Ongoing
Monitor the Shire's Access and Inclusion policy to ensure it supports equitable access to services by people with disability throughout the various functions of the shire.	Ongoing
Continue to ensure the library technology is as accessible as possible.	Ongoing
Continue to develop links between the DAIP and other Shire plans and strategies.	Ongoing
Ensure that SDWK events, are accessible to people with disability.	Ongoing
Ensure that Shire staff and agents and contractors are aware of the relevant requirements of the Disability Services Act.	Ongoing

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

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 Disability Access parking meets the needs of people with disabilities in terms of quantity, location & visibility.	Ongoing
Advocate to local businesses and tourist venues the requirement's for and benefits flowing from the provision of accessible venues, by attaching the Disability Services Commission's Access Information checklists.	Ongoing
Ensure that all recreational areas are accessible.	Ongoing
Ensure that public toilets meet the associated accessibility standards.	Ongoing
Ensure that footpaths are maintained in the Shire's Footpath Plan.	Plan adopted 2012 - Ongoing

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

Strategy	Timeline
Improve community awareness that Shire information is available in alternative formats upon request.	Ongoing
Improve staff awareness of accessible information needs and how to obtain information in other formats.	2017/ongoing
Ensure that the Shire’s website meets contemporary good practice.	2017/ongoing

Outcome 4: People with disability receive the same level and quality of service from the staff of the Shire of Derby/West Kimberley as other people receive from the staff of the Shire of Derby/West Kimberley.

Strategy	Timeline
Ensure that Elected Members and employees are aware of access needs and can provide appropriate services.	Ongoing
Improve community awareness of disability and access issues.	Ongoing

Outcome 5: People with disability have the same opportunities as other people to make complaints to the Shire of Derby/West Kimberley.

Strategy	Timeline
Ensure that current grievance mechanisms are accessible for people with disabilities and are acted upon.	Ongoing

Outcome 6: People with disability have the same opportunities as other people to participate in public consultation by the Shire of Derby/West Kimberley.

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 the Shire of Derby/West Kimberley.

Strategy	Timeline
Use inclusive recruitment practices.	Ongoing
Improve methods of attracting, recruiting and retaining people with disabilities.	Ongoing
Work with local employment agencies to assist people with disability to apply for vacancies	Ongoing

Shire of Derby/West Kimberley

Disability Access and Inclusion Plan

Implementation Plan 2016

Implementation Plan

The Implementation Plan details the task, timelines and responsibilities for each strategy to be implemented in 2016-2021 to progress the strategies of the DAIP. The implementation plan also makes reference to Appendix 2 on a number of occasions. Appendix 2 is a specific detailed action plan.

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 Derby/West Kimberley.

Strategy	Task	Task Timeline	Responsibility
Work towards reworking Disability Access Committee into a viable ongoing model to allow ongoing input despite high community turn over.	Involve a range of key stakeholders both from agencies and community.	2017	Executive Manager Community Development.(EMCD)
Work towards ensuring people with disability are consulted on their need for services and the accessibility of current services.	Develop a feedback mechanism for use by all services, provided or funded.	Ongoing	Manager of Corporate Services
Continue to ensure the library technology is as accessible as possible.	Ensure up to date contemporary methods are being used so that material is in relevant format for community members	Ongoing	Manager Library Services
Continue to 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.	Ongoing (Review of Strategic Plan 2017)	All managers
Create awareness for event organisers to ensure all, are accessible to people with disability.	Encourage organisers Accessible Events checklist when planning events. Refer to Appendix 2, Criteria No. 9.13 When developing events ensure accessibility inclusions are implemented	Ongoing	Project /Event Manager
Provide relevant staff training of requirements of the Disability Services Act.	Continue to implement a training module for all staff. Develop and implement a training module for all staff	Implement 2017	Manager Human Resources

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

Strategy	Task	Task Timeline	Responsibility
Work towards ensuring all buildings and facilities meet the standards for access and any demonstrated additional need.	Identify access barriers to buildings and facilities. Prioritize and make a submission to Council to commence work on rectifying identified barriers. Refer to Appendix 2, Criteria No. 2.1, 5.1, 6.1	Ongoing. Refer to Appendix 2 for Priority rating.	Executive Manager Technical Development Services (EMTDS)/ Asset Management Coordinator
Work towards ensuring 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. Ensure that key staff are trained and kept up to date with the legal requirements.	Ongoing	EMTDS
Work towards ensuring designated Disability parking meets the needs of people with disability in terms of quantity, location & visibility.	Undertake an audit of ACROD bays and implement a program to rectify any non-compliance. Consider the need for additional bays at some locations Refer to Appendix 2, Criteria No. 9.1 – 9.13	Ongoing	EMTDS

Strategy	Task	Task Timeline	Responsibility
Work towards ensuring all recreational areas are accessible.	<p>Develop and implement a program of progressive upgrade.</p> <p>Include disabled playground equipment in design</p> <p>Future playground development to have disabled access</p>	Ongoing	EMCD
Investigate funding options for public disabled toilets.	Modify the Shires Public Toilets	Ongoing	EMCD
Work towards ensuring footpaths are maintained in the Shire's Footpath plan.	<p>Develop and implement a program of progressive upgrade and maintenance in Shire of Derby/West Kimberley's Footpath Plan.</p> <p>Refer to Appendix 2 Criteria No. 10.1 – 10.9</p> <p>Review path Access at tourist locations and upgrade where required</p>	2016 &Ongoing	EMTDS

Outcome 3: People with disability receive information from the Shire of Derby/West Kimberley 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
Improve community awareness that Shire information is available in alternative formats upon request.	<p>Ensure that all documents carry a notation that it is available in alternative formats.</p> <p>Publicize the availability of other formats in the local newspaper and social media</p>	Ongoing	Manager of Corporate Services
Improve staff awareness of accessible information needs and how to obtain information in other formats.	Train employees in providing accessible information.	Ongoing	Manager Human Resources
Work towards ensuring the Shire's website meets contemporary good practice.	<p>Redevelop website to ensure it complies with the W3C web content guidelines. IT Services Budget for and provide interpreters to significant events on request.</p> <p>Refer to Appendix 2 .0</p>	2017	Manager of Corporate Services

Outcome 4: People with disability receive the same level and quality of service from the employees of the Shire of Derby/West Kimberley as other people receive.			
Strategy	Task	Task Timeline	Responsibility
Work towards ensuring Elected Members and employees are aware of access needs and can provide appropriate services.	<p>Determine training needs of employees and conduct training as required</p> <p>Train all staff on implementing strategies to effectively communicate with people with disabilities</p>	Ongoing	Manager Human Resources
Improve community awareness of disability and access issues.	<p>Advertise relevant issues and improvements on website on accessibility and inclusion to ensure community is aware of the Shires continuous effort to improve access issues. Provide link to local support agencies.</p> <p>Utilize social media to engage community</p>	Ongoing	Manager of Corporate Services/ EMCD

Outcome 5: People with disability have the same opportunities as other people to make complaints to the Shire of Derby/West Kimberley.			
Strategy	Task	Task Timeline	Responsibility
Work towards ensuring current grievance mechanisms are accessible for people with disability and are acted upon.	<p>Review current grievance mechanisms and implement any recommendations.</p> <p>Develop other methods of making complaints, such as web-based forms.</p> <p>Promote accessible complaints mechanisms to the community.</p>	Ongoing	Manager of Corporate Services

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

Strategy	Task	Task Timeline	Responsibility
Work towards ensuring 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, e.g. focus group, interviews, surveys, through DSC.	Ongoing	Project Lead
Work towards ensuring people with disability are aware of and can access other established consultative processes.	Ensure agendas, minutes and other documents are available on request in alternative formats and are published on the Shire's website.	Ongoing	Manager of Corporate Services

Outcome 7 – People with disability have the same opportunities as other people to obtain and maintain employment with Shire of Derby West Kimberley.

Strategy	Task	Task Timeline	Responsibility
<p>Use inclusive recruitment practices.</p>	<p>Make sure job advertisements are in an accessible format (font size of 12 point or 14 point, use Arial font).</p> <p>Include Equal Employment Opportunity statement in the advertisement.</p> <p>Make sure the interview is held in an accessible venue.</p> <p>Work towards ensuring people with Disability are aware of and can access ads in alternative formats</p>	<p>Ongoing</p>	<p>Manager Human Resources</p>
<p>Improve methods of attracting, recruiting and retaining people with disability.</p>	<p>Examine current methods of recruitment</p> <p>Assess current percentage of employees with disability and seek ongoing feedback on ways to improve employment methods</p>	<p>Ongoing</p>	<p>Manager Human Resources</p>
<p>Work with local employment agencies to assist people with Disability to apply for vacancies</p>	<p>Encourage employment agencies to put forward applicants with Disability</p>	<p>Ongoing</p>	<p>Manager Human Resources</p>

Appendix 1

The Shire of Derby West Kimberley has made considerable progress and improvements towards ensuring that people with disability have equal access to the services and facilities provided by the Shire. A short summary outlining some of the strategies achieved during the DAIP 2012 – 2016 follows.

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

- DAIP is included in all tender and contract agreements entered into by the Shire of Derby/West Kimberley.
- DAIP implemented into Recreation Department and Youth Centre Strategy plan.
- The Shire's library collections have been expanded to include a range of alternative format resources such as talking books, captioned videos and DVDs as well as adult literacy collections. Signage inside the libraries has been improved. Library collection now online
- The Shire's Children's Services staff produced information on how children with disability can participate.
- The Shire's Recreation Services staff, provide services for those people with disability.

2. Access to buildings and facilities has been improved.

- Consultation with people has enabled prioritization and scheduling of key routes and areas within both Derby and Fitzroy Crossing.
- The Derby Memorial Swimming Pool has had a pathway around pool leading to Water Park and disabled change rooms.
- Hand rail has been installed into toddler pool for easier access.
- Ramp access at Recreation Centre with wide entrance available for wheelchair users.
- Pavement walkways at Recreation Centre leading to undercover courts, tennis courts and Sportsmen Club.
- Plans are underway to upgrade the following areas to comply with Disability Services Act requirements:
 - Fitzroy Crossing Depot
 - Derby Airport
 - Fitzroy Crossing Airport Terminal
- Old buildings within the Shire are in the process of being retro fitted as funding becomes available.
- Ongoing process – SDWK staff carry out inspections of tourist accommodation and the need for disabled access is communicated to operators.
- Maintenance and upgrades to footpaths have continued as part of the Shire’s ongoing commitment to the Shire Bike/Footpath plan. All new footpaths will be constructed to the relevant standards for disabled people.

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

- Corporate Services ensures that all outgoing correspondence is in a format that is visually suitable through the use of plain font/suitable size font.
- SDWK Annual Report is now made available in a number of alternative formats, including website, email, computer disk, hard copy.
- Development Services endeavors to make any relevant documents available in alternative formats if requested by public.

4. Staff awareness of the needs of people with disability and skills in delivering services is improved.

- DAIP has been included into all staff induction plans to ensure all staff have access to ensure awareness of DAIP.
- DAIP has been made available on staff X: drive to ensure all staff have access to information pertaining to their requirements as set out in the Disability Services Act.
- Continued training opportunities for staff to ensure up to date information about the requirements in place to ensure equal access.
- Recreational Service team members undergo training to ensure they are capable of assisting disabled patrons.
- This is an ongoing commitment of the Shire of Derby/West Kimberley and as such will never be considered complete. Staff training and re-enforcement is a continual process to ensure staff awareness of disability and access issues are maintained. SDWK endeavors to reiterate the importance of DAIPs at all staff meetings to ensure continued awareness of the requirements of the Disability Services Act Regulations.

- 5. Opportunities are provided for people with disability to participate in public consultations, grievance mechanisms and decision making processes.**
- Information about planning processes, electoral processes, Council meetings, and complaints processes was provided in clear and precise language 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.
 - Community Development is linked with DSC and other community stakeholders to ensure that people with disability have the same opportunity to participate in public consultation procedures.

Appendix 2

Quality Action Plan – July 2012 (refer to priority matrix at end of document)

Criteria No.	Issue	Priority Rating	Accepted (Y/N)	Suggested Improvements	By Whom	By When	Comment
1. DERBY MEMORIAL SWIMMING POOL							
1.1	Disabled Lift in pool area: <input type="checkbox"/> Current staff and new staff require updated training to operate lift safely and	MED		<ul style="list-style-type: none"> Updated training required 	Aquatic & Recreation Manager		
1.2	Disabled Toilet: <input type="checkbox"/> Unsatisfactory for use by disabled youth/adult & their careers.	HIGH		<ul style="list-style-type: none"> Light installed Advice from Occupational Therapist Curtain installed (rail already installed) 	Dev & Technical Services		Funding would be required
2. LIBRARY BUILDING							
2.1	Library Entry: <ul style="list-style-type: none"> Door is very heavy and too difficult for person 	HIGH		<ul style="list-style-type: none"> Meets current standard but an automatic system would be more suitable 	Dev & Technical Services		External funding would be required

	<p>Wheelchair or using pram to open.</p> <ul style="list-style-type: none"> There is a lip in the concrete that could cause issues on entry. 				Services		
3. TOWN OVAL							
3.1	<ul style="list-style-type: none"> No disabled parking bays close to the entrance to the town oval. 	MED		<ul style="list-style-type: none"> Carpark required to be sealed 	Dev & Technical Services		Funding would be required
3.2	<ul style="list-style-type: none"> No pathways from Fitzroy Crossing Oval to change rooms or school 	MED		<ul style="list-style-type: none"> Install Pathways 	Dev & Technical		Department of Education required to part fund school component
4. VISITORS CENTRE							
4.1	<ul style="list-style-type: none"> Access through doors is too difficult for a person in wheelchair at both the Derby and FX Visitor Centre's 	LOW		<ul style="list-style-type: none"> Meets required standard, an automatic system would be more suitable 	Dev & Technical Services		Funding would be required

5. RECREATION CENTRE						
5.1	<ul style="list-style-type: none"> Access through doors is too difficult for a person in wheelchair 	LOW		<ul style="list-style-type: none"> Meets required standard, an automatic system would be more suitable 	Dev & Technical Services	Funding would be required
6. CIVIC CENTRE						
6.1	<ul style="list-style-type: none"> Access through doors is too difficult for a person in wheelchair 	LOW		<ul style="list-style-type: none"> Meets required standard, an automatic system would be more suitable 	Dev & Technical Services	Funding would be required
7. DISABILITY PARKING						
7.1	<p>General:</p> <ul style="list-style-type: none"> Insufficient room for wheel chair access in between disabled bay and other bays 	HIGH		<ul style="list-style-type: none"> Extend bays to allow improved access. Re-evaluate all ACROD parking and meet current standards 	Dev & Technical Services	All new/reconstructed disabled parking bays installed comply with the relevant Australian and Austroads standards. Community requested larger bay footprint to allow movement around the car

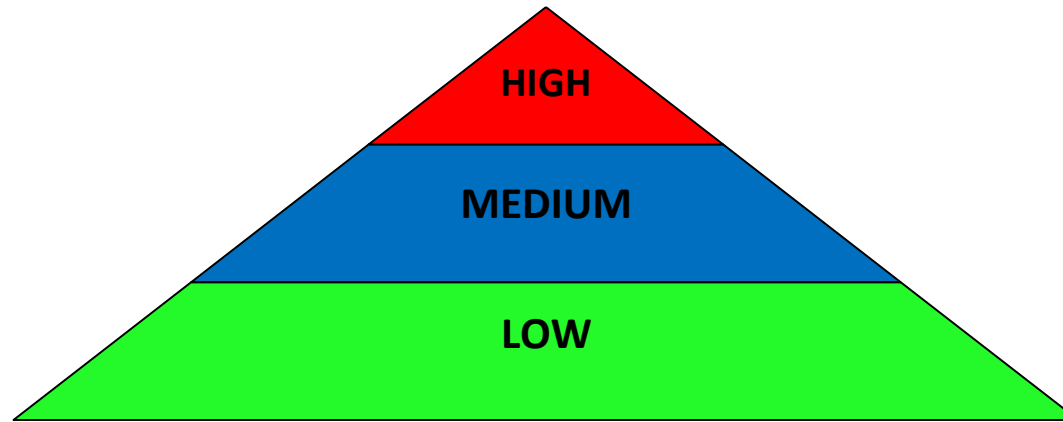
7.2	Library: <ul style="list-style-type: none"> No formalised general parking. Those with mobility devices find it hard to cross road 	MED		<ul style="list-style-type: none"> Install speed humps and formalise parking area to slow traffic. 	Dev & Technical Services	
7.3	IGA: <ul style="list-style-type: none"> There are 2 Disabled carparks located here side by side. The Eastern bay has no direct access to footpath, due to high curb. 	HIGH		<ul style="list-style-type: none"> Clarendon Street Update meets council standards Requires a footpath entry ramp. 	Dev & Technical Services	Following consultation with users during Clarendon St upgrade project, current signposted disabled parking bays in front of IGA will be relocated to in front of chemist with new line marking, signage and kerb ramp constructed

7.4	Adcock Arcade: <ul style="list-style-type: none"> No current disabled carpark bay or signage. 	MED		<ul style="list-style-type: none"> Consider the need for disabled carpark bay and signage Clarendon St review 	Dev & Technical Services	Currently under construction
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8. FOOT PATHS							
8.1	<ul style="list-style-type: none"> It is recognized that some of Town foot paths, both central and outer require upgrading to ensure they are accessible for the disabled and general public. Limited access in tourist locations 	HIGH		<ul style="list-style-type: none"> Refer to bike/foot path plan which has been developed and currently being unrolled. Audit tourist areas such as Prison Tree, and Old Jail to assess quality of access and upgrade where required When Jetty gate locked at night, access is limited for wheel chairs. Investigate access options for wheel chairs etc. 	Executive Manager of Technical and Development Services		Construction of new paths being carried out as funding permits. All new paths constructed are done so in accordance with the footpath plan and built to the relevant Australian and Austroads standards.
11. SHIRE WEBSITE							
11.1	<ul style="list-style-type: none"> Develop a new Shire website that meets disability access standards 	HIGH		<ul style="list-style-type: none"> Changeable font Audio options Accessibility Head phone icon 	Senior Management Group		
12. ADMINISTRATION BUILDING RECEPTION							
12.1	<ul style="list-style-type: none"> Redesign of reception to meet current disability standards 	HIGH		<ul style="list-style-type: none"> Wheelchair accessible Lower counter 	Corporate Services		

Appendix 3

PRIORITY RATING



HIGH	<ul style="list-style-type: none">• Conflicts current DAIP strategies• Requires urgent response• Outcome time frame: 1 – 3 years
MEDIUM	<ul style="list-style-type: none">• Potentially contradicts current DAIP strategies• Outcome time frame: 3 – 4 years
LOW	<ul style="list-style-type: none">• Minimal contradiction against current DAIP strategies• General maintenance• Outcome time frame: Prior to next DAIP review

