

Strategy	Task	2021	Progress Notes 2021
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.			
1.1.0 Ensure that the Shire's policies and procedures relating to access and inclusion reflect current legislative requirements	1.1.1 Regularly review Shire policies and procedures to ensure they are consistent with current legislative requirements	On Track	<ul style="list-style-type: none"> As policies and procedures come up for review they are being made consistent with current legislative requirements. Process managed by Policy Peer Review.
	1.1.2 Ensure staff, agents and contractors are aware of the relevant requirements for providing access and inclusion to services and events	In Progress	<ul style="list-style-type: none"> Shires's DAIP is located on AIMS for employees to access. RFQ documents include a reference to DAIP for contractor's quoting on works for the Shire. Building works undertaken by the Shire of Ashburton are done in accordance with appropriate Australian standards. Building and planning applications are reviewed against applicable Australian standards.
	1.1.3 Include reference to the Shire's DAIP in all tender documents	On Track	<ul style="list-style-type: none"> Reference to the DAIP is included in all tender documents to ensure that contractors quoting and providing a tender submission are aware of the Shire DAIP requirements.
1.2.0 Support and/or develop services to meet the needs of people with disability, their families and carers	1.2.1 Where gaps in Service delivery are identified, assess if the Shire has a role to play in developing services to meet that gap	In Progress	<ul style="list-style-type: none"> DAIP Committee will be advertised for community input and consultation to be completed by 31 Dec 2022
	1.2.2 Advocate on behalf of people with disability to other authorities / organisations where relevant, to increase access and inclusion.	In Progress	<ul style="list-style-type: none"> DAIP Committee will be advertised for community input and consultation to be completed by 31 Dec 2022
	1.2.3 Ensure the needs of people with disability are considered when developing new services, activities and programs	On Track	<ul style="list-style-type: none"> DAIP compliance is considered when developing and planning activities and programs.

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1.3.0 Ensure that as far as possible & practicable, all events have access and provision for people with disability	1.3.1 Review all programs, events, activities and facilities regarding access for people with disability	In Progress	<ul style="list-style-type: none"> • Online training and awareness for staff involved in school holiday and library programs. • Establish access strategy in collaboration with local disability organisations for recreation and community. • Engagement with Life Solutions and Child Safety to initiate training for next reporting period.
	1.3.2 Ensure parking for people with disability is located close to entrances/exits for events and activities	In Progress	<ul style="list-style-type: none"> • Projects including disabled parking and specific access, such as the Town Centre Master Plan and the Detention Basin Project. Car park improvement projects will also include compliant bays along with the required signage.
	1.3.3 Ensure all Shire facilitated events are organised using the Event Management Guidelines which includes questions on accessibility for people with disability	On Track	<ul style="list-style-type: none"> • All events organised in line with existing procedures and guidelines.
	1.3.4 Indicate on promotional materials if an event is accessible for wheelchairs and mobility devices, and if special assistance if available to attendees upon request	In Progress	<ul style="list-style-type: none"> • All promotional material consider DAIP guidelines with ongoing development underway.
	1.3.5 Ensure applicants consider disability access and inclusion when requesting funding through Community Support Grants	On Track	<ul style="list-style-type: none"> • Community Support Grants includes direct link to the Shire DAIP.
	1.3.6 Provide information on how to make events more accessible as part of the Events Application Process	On Track	<ul style="list-style-type: none"> • Event application process is currently under review.

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Outcome 2. People with disability have the same opportunities as other people to access the buildings and other facilities of a public authority.			
<p>2.1.0 Redevelopment and new building works to comply with minimum access standards as required by Australian Standards on Access and Mobility</p>	<p>2.1.1 Ensure accessibility issues are captured in Asset Management Plans</p>	<p>In Progress</p>	<ul style="list-style-type: none"> Projects including disabled parking and specific access, such as the Town Centre Master Plan and the detention basin project. Car park improvement projects will also include compliant bays along with the required signage.
	<p>2.1.2 Continue to upgrade and redevelop existing facilities to better meet the needs of people with disability, including the provision of ramps, car parking, accessible bathrooms, and automatic doors</p>	<p>In Progress</p>	<ul style="list-style-type: none"> Facilities continue to be upgraded and redeveloped in line with access standards as required by Australian Standards on Access and Mobility.
	<p>2.1.3 As part of the community consultation process, actively seek to engage people with disability, their family and/or carers when plans are being developed</p>	<p>On Track</p>	<ul style="list-style-type: none"> DAIP Committee to be addressed and consultation to be complete by Dec 31 2022.
<p>2.2.0 Ensure adequate car parking for people with disability in all Shire car parks</p>	<p>2.2.1 Ensure clearly delineated Disability Parking in all car parks, in accordance with Australian Standards</p>	<p>In Progress</p>	<ul style="list-style-type: none"> Projects including disabled parking and specific access, such as the Town Centre Master Plan and the Detention Basin Project. Car park improvement projects will also include compliant bays along with the required signage.
	<p>2.2.2 Policing of Disability Parking bays</p>	<p>On Track</p>	<ul style="list-style-type: none"> Shire rangers ensures that as part of each Ranger's daily functions, inspection/policing of disability parking bays occurs.

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2.3.0 Access to Swimming Pools	2.3.1 Maintain hoists at swimming pools	In Progress	<ul style="list-style-type: none"> Tom Price Pool (old standard 50 meter pool with dive bowl configuration) has limited access for patrons with mobility issues. For access to this valuable resource a removable walk in step would be ideal. Funding being sourced to purchase steps
	2.3.2 Ensure adequate Disability Parking	In Progress	<ul style="list-style-type: none"> Disabled parking and specific access, such as the Town Centre Master Plan and the Detention Basin Project. Car park improvement projects will also include compliant bays along with the required signage.
	2.3.3 Ensure accessible bathrooms and signage in all new community facilities	On Track	<ul style="list-style-type: none"> Signage visible and incorporates plain text and brail throughout most facilities. Tom Price are currently updating their signage in line with the rest of the Shire ramps and access points are also in place.
	2.3.4 Allow free entry for Companion Card holders to Shire Swimming Pools in Tom Price, Paraburdoo and Onslow, and to the Shire operated Onslow Gymnasium	On Track	<ul style="list-style-type: none"> As per fees and charges the Shire is committed to free entry for campaign card holders
2.4.0 Ensure that parks and playgrounds are accessible	2.4.1 Consider the needs of children with disability when planning/upgrading playground facilities	On Track	<ul style="list-style-type: none"> All parks and playgrounds adhere to Australian standards and have in place disability access points.
	2.4.2 Ensure adequate Disability Parking	On Track	<ul style="list-style-type: none"> Signage and painting of allocated car parks meet compliance. Ongoing review on existing and new parking to meet compliance.

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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.			
3.1.0 Ensure the Shire website meets best practice standards for people with disability	3.1.1 Have documents available in accessible formats (i.e. formats other than PDF)	On Track	<ul style="list-style-type: none"> Documents available upon request.
	3.1.2 Ensure that upgrades to the website are in a format suitable for people with disability	On Track	<ul style="list-style-type: none"> New website supports AA standard and is adaptable when viewed on different devices, inverted colour option and resizing of text to suit the user.
3.2.0 Continue to provide accessible books and resources through Libraries	3.2.1 Provide accessible books and resources (Audio/large print) through the Shire Libraries, continuing to expand these collections	On Track	<ul style="list-style-type: none"> Large Print Collection of 361 Audio Collection of 736 Braille Better Beginning learning kindy pack x 1 DVD Collection of 10 102
3.3.0 Consider the needs of people with disability when producing advertising material	3.3.1 Consider the needs of people with disability when producing advertising material for events and activities	On Track	<ul style="list-style-type: none"> Advertising material is supplied in print and online and alternative format is available for all promotional material if requested.
3.4.0 Ensure information on Council and Shire services, facilities and customer feedback is available in appropriate formats	3.4.1 Advertise as widely as possible (on website, in the Annual Report and in relevant places and publications) that information is available in alternative formats upon request	On Track	<ul style="list-style-type: none"> The Shire of Ashburton is committed to ensuring that the community is an accessible and inclusive community for people of all ages and abilities, including people with disability, their families and carers. Hardcopy of DAIP are available by contacting the Shire representative.
	3.4.2 Provide readily accessible information in an appropriate format and using clear and concise language.	On Track	<ul style="list-style-type: none"> Shire information on Council and Shire services, facilities and customer feedback is available online, and hardcopy platforms. Shire staff are available to assist when required.
	3.4.3 If requested (and available) use AUSLAN interpreter	In Progress	<ul style="list-style-type: none"> The Shire is committed to ensuring an AUSLAN interpreter is available when required.

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Outcome 4. People with disability receive the same level and quality of service from the staff of a public authority as other people receive from the staff of that public authority.			
4.1.0 Ensure staff are aware of disability and access issues, and are trained to respond appropriately when dealing with people with disability	4.1.1 Identify training needs, and where appropriate offer training to staff	In Progress	<ul style="list-style-type: none"> Ongoing, training throughout Directorates is currently being reviewed and an ELearning System being revised.
	4.1.2 Ensure DAIP is on the website and intranet (AIMS)	On Track	<ul style="list-style-type: none"> The Shire of Ashburton is committed to ensuring that the community is an accessible and inclusive community for people of all ages and abilities, including people with disability, their families and carers. The DAIP is available to the community and staff on the website and intranet. Hardcopy of DAIP are available by contacting the Shire representative.
	4.1.3 Provide training and information to staff on disability issues at induction	In Progress	<ul style="list-style-type: none"> Identify ongoing training needs and access to information in on track and constantly being reviewed.

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Outcome 5. People with disability have the same opportunities as other people to make complaints to a public authority.			
<p>5.1.0 Ensure people with disability are provided an opportunity to comment on facilities, services and events</p>	<p>5.1.1 Identify training needs regarding how to handle complaints from people with disability who may have problems communicating their complaint, and where appropriate offer training to staff</p>	<p>In Progress</p>	<ul style="list-style-type: none"> Identify training needs and where appropriate offer training to staff.
	<p>5.1.2 Provide training and information to staff on disability issues at induction</p>	<p>On Track</p>	<ul style="list-style-type: none"> Identify training needs regarding how to handle complaints from people with disability who may have problems communicating their complaint, and where appropriate offer training to staff.
	<p>5.1.3 Provide training and support for staff to allow for complaints from people with disability to be taken in alternative ways</p>	<p>On Track</p>	<ul style="list-style-type: none"> Customer service staff all receive training in customer service, a key component of the training is ensuring that the service provided is appropriate to the customer and their needs.
<p>5.2.0 Encourage feedback on disability and access</p>	<p>5.2.1 Monitor complaints and feedback received to identify areas for improving accessibility for people with disability.</p>	<p>On Track</p>	<ul style="list-style-type: none"> The Shire monitors complaints and feedback received to identify areas for improving accessibility for people with disability
	<p>5.2.2 Regularly promote the DAIP in the Shire Newsletter to encourage community feedback.</p>	<p>On Track</p>	<ul style="list-style-type: none"> Calls for community feedback and acknowledgement of DAIP will be incorporated into all print and digital communications.
	<p>5.2.3 Ensure DAIP is on the website and intranet (AIMS)</p>	<p>On Track</p>	<ul style="list-style-type: none"> DAIP available on Shire Website 29/01/18 Available internally on AIMS 21/2/2018

13.2B - Disability Access and Inclusion Plan - 2020-2021 Progress Report

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Outcome 6. People with disability have the same opportunities as other people to participate in any public consultation by a public authority.			
6.1.0 Ensure consultation is conducted in venues that are accessible for people with disability	6.1.1 Utilise suitable public venues with good access for people with disability where possible`	On Track	<ul style="list-style-type: none"> Where available suitable venues are utilised for this purpose. New venues e.g. Onslow Gym are designed with disability access and inclusion.
6.2.0 Ensure consultation is advertised in a way that is relevant for people with disability, including by invitation for processes such as reviewing the DAIP, and by utilising exiting disability services.	6.2.1 Utilise multiple advertising avenues, including website, posters, newspapers, noticeboards and distribution through established disability services where appropriate	On Track	<ul style="list-style-type: none"> Shire news and promotional material is displayed on noticeboards at facility buildings and local businesses, as well as online and through social media. Alternative material will be supplied as requested.
	6.2.2 Allow feedback to be given and collated in ways that are appropriate for people with disability including verbally or through a third party (family member/carer)	In Progress	<ul style="list-style-type: none"> Plan for future community engagement and feedback. Consider ways to allow feedback in progress for completion by 31 Dec 2022
	6.2.3 Advice peak bodies in the area when consultation is being carried out (e.g. LAC, etc.)	On Track	<ul style="list-style-type: none"> On track to complete DAIP renewal to be complete 31 Dec 2022
6.3.1 Ensure public meetings are advertised appropriately	6.3.1 Provide sufficient notice of meetings	On Track	<ul style="list-style-type: none"> Notice is provided for all public meetings, including Ordinary meeting of Council and any general stakeholder or consultation meetings, on the Shire website, public noticeboards and social media.

13.2B - Disability Access and Inclusion Plan - 2020-2021 Progress Report

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Outcome 7. People with disability have the same opportunities as other people to obtain and maintain employment within a public authority.			
7.1.0 Review employment practices annually to ensure recruitment process and practices meet requirements	7.1.1 As Position Descriptions become due for review (for instance when being updated for recruitment purposes) ensure the selection criteria and task requirements are inclusive for people with disability	On Track	<ul style="list-style-type: none"> We completed a Shire-wide position description project. As a result, every Shire employee has been issued with a new PD, which includes new competencies and criteria. The Shire does not discriminate and our practices are not limiting people with disability to apply.
	7.1.2 Review Equal Employment Opportunity Plans similar to ensure these meet legislative requirements.	In Progress	<ul style="list-style-type: none"> Shire HR directives and procedures are under review at present. This includes our EEO directive to ensure inclusivity.
7.2.0 Ensure position advertisements are inclusive for people with disability	7.2.1 Write and include a statement in all job advertisements encouraging people with disability to apply	On Track	<ul style="list-style-type: none"> We assess our advert templates on a regular basis, to ensure that it meets legislative requirements. We are currently working with an external provider in the design of a new job advert template. Our current template encourages those from diverse backgrounds to apply.
	7.2.2 Ensure Position Descriptions include a clear and precise description of tasks required to be undertaken for the advertised position	On Track	<ul style="list-style-type: none"> Our new revised position descriptions provide greater clarity around job roles and responsibilities. We use this information when designing not only job adverts, but also the interview guide for alignment and transparency.
7.3.0 Collect and collate statistics on how many people with disability are employed by the Shire	7.3.1 Collate statistics on how many people with disability are employed by the Shire (where employees choose to disclose this information)	On Track	<ul style="list-style-type: none"> All new starters are asked to fill out a diversity questionnaire upon commencement.

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Outcome 7. People with disability have the same opportunities as other people to obtain and maintain employment within a public authority.			
7.3.0 Collect and collate statistics on how many people with disability are employed by the Shire	7.3.2 Ensure any associated workplace adjustments are undertaken as required	In Progress	<ul style="list-style-type: none"> • The Shire is currently reviewing all OSH directives and procedures to ensure not only that we meet legislative requirements, but that we provide the relevant level of duty of care. • Pre-employment medicals are part of our on boarding process. • Shire recently had LGIS perform ergonomic assessments and await these results for further action. • Currently developing an annual health and wellbeing calendar.
7.4.0 Workplaces will be accessible and safe for existing and new staff.	7.4.1 Conduct regular workplace safety audits.	In Progress	<ul style="list-style-type: none"> • We are in the process of implementing a new safety system for analytics purpose. • Shire's HR team are responsible for HR and OSH and formal development plans are already in place for each around safety, including external mentoring and coaching. • LGIS performs regular workplace audits and we currently have an OSH plan to ensure we achieve these requirements.
7.5.0 Make contact with a Disability Employment Service	7.5.1 Inform DES of appropriate employment opportunities as they arise	Action Required	<ul style="list-style-type: none"> • Pending implementation of the new e-Recruitment system for functionality to be assessed.