

## 10.0 REPORTS

### 10.3 CHIEF EXECUTIVE OFFICER REPORTS

#### 10.3.(A) DISABILITY ACCESS AND INCLUSION PLAN

**SUBMISSION TO:** Ordinary Council Meeting  
Meeting Date: 21st May 2024

**AGENDA REFERENCE:** 10.3.(A) MAY 24

**SUBJECT:** Disability Access and Inclusion Plan

**LOCATION/ADDRESS:** N/A

**NAME OF APPLICANT:** N/A

**FILE REFERENCE:** 1.35

#### AUTHOR, DISCLOSURE OF ANY INTEREST AND DATE OF REPORT

**NAME:** Alex Baxter

**OFFICER:** Manager Community Services

**INTEREST DISCLOSURE:** Nil

**DATE:** 30th April 2024

**SUPPORTING DOCUMENTS:** 1. DAIP 2025-2029 [↓](#)

#### BACKGROUND

Public Authorities (State Government agencies and Local Governments) in Western Australia have been required to have Disability Service Plans (DSPs) as part of the Disability Services Act 1993. DSPs have been in place for over 15 years, and a great deal of progress has been made by State and Local Government towards ensuring that their services, buildings, and information are accessible to people with disabilities.

The Disability Services Act was amended in 2004 and now requires public authorities to develop and implement Disability Access and Inclusion Plans (DAIPs). The requirements of DAIPs build on those DSPs, so that people with disabilities can access services provided by public authorities in Western Australia in a way that facilitates increased independence, opportunities, and inclusion within the community.

The Act makes DAIPs mandatory, and guides their development, implementation, and reporting. The Act also requires that DAIPs apply to agents and contractors providing a service for public authorities as well as the staff of the authority.

Section 29B of the Act states “a public authority that has a disability access and inclusion plan must take all practicable measures to ensure that the plan is implemented by the public authority and its officers, employees, agents, and contractors.

The Act (schedule 3 of the Disability Services Regulations 1993) specifies seven desired outcomes that DAIPs progress.

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

2. People with disability have the same opportunities to access the buildings and other facilities of a public nature.
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.
4. People with disability receive the same level and quality of service from the staff of the public authority as other people receive from the staff of that public authority.
5. People with disability have the same opportunities as other people to make complaints to a public authority.
6. People with disability have the same opportunities as other people to participate in any public consultation.
7. People with disability have the same opportunities as other people to obtain and maintain employment with a public authority.

The Draft Shire of Leonora Disability Access and inclusion Plan (DAIP) 2025 – 2029 follows.

#### **STAKEHOLDER ENGAGEMENT**

Community input was obtained regarding how best to improve access across the Shire, and has been referred to in developing this plan.

#### **STATUTORY ENVIRONMENT**

In accordance with the Disability Service Act 1993 and Disability Service Regulations 2004.

#### **POLICY IMPLICATIONS**

There are no policy implications resulting from the recommendation of this report.

#### **FINANCIAL IMPLICATIONS**

Financial implications will be inherent with complying with the Outcomes and Strategies listed in the DAIP. report.

#### **STRATEGIC IMPLICATIONS**

There are no strategic implications resulting from the recommendation of this report.

#### **RECOMMENDATIONS**

That Council

- a) Resolve to adopt the new Shire of Leonora Disability Access and Inclusion Plan (DAIP) 2025 – 2029 as presented, and
- b) Request staff to submit the Shire of Leonora Disability Access and Inclusion Plan (DAIP) 2025 – 2029 to the Department of Communities for lodgement as required by the Disability Services Act 1993.

**VOTING REQUIREMENT**

Simple Majority

**COUNCIL DECISION**

**Moved: Cr RM Cotterill**

**Seconded: Cr TM Nardone**

That Council

- a) Resolve to adopt the new Shire of Leonora Disability Access and Inclusion Plan (DAIP) 2025 – 2029 as presented, and
- b) Request staff to submit the Shire of Leonora Disability Access and Inclusion Plan (DAIP) 2025 – 2029 to the Department of Communities for lodgement as required by the Disability Services Act 1993.

**CARRIED (7 VOTES TO 0)**



# Shire of Leonora DISABILITY ACCESS AND INCLUSION PLAN (DAIP) 2024 – 2029

This plan is available on request in alternative formats such as large print, electronic format (disc or emailed) and in audio format on CD or from our website [www.leonora.wa.gov.au](http://www.leonora.wa.gov.au).

*Shire of Leonora*

*Disability Access and Inclusion Plan*

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## Forward

The Shire of Leonora acknowledges that people living with disability, their families and carers have the same rights as any other community member to access services and facilities offered by the Shire, have the ability to access information, contribute to decision making, be employed and participate inclusively in community life.

The Disability Access and Inclusion Plan (DAIP) 2018 – 2023 is a systematic plan of strategies, specific to the unique needs, barriers and challenges faced by those living with disability, their families and carers within our community. This DAIP will be monitored, reviewed, and subsequently evaluated over the next five year period, laying the foundations for the future.

The Shire of Leonora acknowledges the invaluable feedback received from the community including people living with disability and engaged stakeholders in the formulation and review process of the DAIP. The feedback received has assisted the Shire to renew its understanding of the challenges faced by individuals, their families and carers and to remain current and informed at all levels of their complex and unique needs. This will ensure an inclusive culture continues to be considered and promoted within our community through the foundation of the DAIP for years to come.

People living with disability, their families and carers are a sub group within our community at growing risk. The Survey of Disability Ageing and Carers (2018), released by Bureau of Statistics recently published statistics. There are as of the survey date 4.4 million Australians with disability representing 17.7% of the population. The prevalence of disability increased with age - one in nine (11.6%) people aged 0-64 years and one in two (49.6%) people aged 65 years and over had disability.

Disability presents in a broad spectrum of ways and is no longer limited to physical or intellectual disabilities. Disability encompasses neurological, physical, sensory, intellectual, psychiatric, linguistic and social disability including the impact of living in a remote community.

The Shire of Leonora, has capacity to create positive change and alter policy to ensure the quality of life and ability for individuals to access community life and be included within the community. Together with Federal and local government mandates including the Disability Services Act 1993 (2004), Commonwealth Disability Discrimination Act (1992) and the Equal Opportunity Act (WA, amended 1998) have helped guide change, facilitated through the DAIP.

All people in our community, including those facing the challenges of having a disability, contribute to the unique fabric of our town. It is important that we embrace and overcome these challenges together to ensure that everyone can enjoy the amazing attributes that our region has and live full and productive lives.

**Ty Matson, Chief Executive Officer, Shire of Leonor**

*Shire of Leonora*

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## Background

### The Shire of Leonora

Located in the heart of the Northern Goldfields of Western Australia, the Shire of Leonora spans over 31,743 square kilometres and is situated 832km from Perth. Leonora, the principal town within the Shire, emerged as a significant settlement towards the end of the 18th century, following the discovery of rich gold deposits in the vicinity. The establishment of the Sons of Gwalia gold mine catapulted Leonora onto the global stage, and by 1897, the town had developed a robust infrastructure of residential properties and businesses, with many original edifices still standing today.

The town is home to approximately 1,588 residents, a number that expands significantly during the wildflower season and the cooler months from May to November. Leonora is witnessing a phase of growth, fueled by an influx of retirees, the ongoing mining boom, and a surge in tourism that is drawing people back to the area.

The region's economy is primarily driven by mining activities, including gold and nickel extraction, alongside a well-established pastoral industry focusing on sheep and cattle. Leonora boasts a comprehensive range of recreational facilities and industrial services, making it an attractive destination for travellers. The town is renowned for its stunning sunsets, expansive skies, vibrant wildflowers, and rich heritage and cultural tourism offerings, offering a unique blend of natural beauty and historical significance.

### Functions Facilities and Services provided by the Shire of Leonora

The Shire of Leonora offers a variety of services and functions, spanning from property services to community support, regulatory oversight, administrative duties, and governmental processes.

Property-related Services:

- Construction and upkeep of properties owned by the Shire, including buildings, roads, bicycle and walking paths.
- Managing land drainage, development, waste management, and disposal.
- Street upkeep, including litter management, cleaning, planting, and maintenance of street trees.
- Implementation of building and lot numbering, street lighting, and bushfire management.
- Development of the Aging in Place precinct to allow people to transition into smaller purpose built units in an inclusive complex.

*Shire of Leonora**Disability Access and Inclusion Plan***Community Services:**

- Development and maintenance of playgrounds, recreational areas, parks, gardens, reserves, and facilities for sports and community organizations.
- Overseeing the Leonora Recreation and Aquatic Centres, Community Resource Centre, Information Centre, and Public Library.
- Operating the Youth Services, Childcare Centre, Medical Centre, and organizing community events and festivals.

**Regulatory Services:**

- Road system planning, subdivisions, and town planning.
- Approving building constructions, additions, or modifications.
- Providing environmental health services and dog and cat control.
- Overseeing property development and parking regulation.

**General Administration:**

- Public information services, complaints handling, and fee collection (including rates, licenses, and memberships).
- Support for executive functions, particularly for the Northern Goldfields Interagency and Youth Forums.

**Governmental Processes:**

- Conducting regular and special council and committee meetings, electors' meetings, and council member elections.
- Facilitating community consultations.

**People with disabilities in the Shire of Leonora**

The Shire of Leonora is witnessing a significant increase in its population of residents living with disabilities, their families, and carers. According to the latest research from the Australian Bureau of Statistics, about one-sixth of Western Australia's population is now affected by disability, indicating a growing trend that extends to the Shire of Leonora.

The recognition of the impact of disability has broadened to include not just the individuals directly affected but also their families and carers. This shift is largely due to legislative advancements through the Disability Discrimination Act (1992) and the Equal Opportunity Act (WA, amended 1998), which have fostered greater family involvement and support. The implementation of the National Disability Insurance Scheme (NDIS) in Western Australia, particularly in the Northern Goldfields since October 2018, has further enhanced the support and services available to people with disabilities. This scheme emphasizes choice, control, and the capacity to participate socially and economically, which is crucial for those in remote communities like Leonora.



Moreover, the understanding of disability has evolved to encompass a wide spectrum of conditions, including neurological, sensory, intellectual, psychiatric, linguistic, and social disabilities, as well as the challenges posed by remote living, such as social isolation, alcohol dependency, and Foetal Alcohol Syndrome.

An important factor to consider is the aging population. Leonora, which attracts retirees and seasonal tourists, must therefore anticipate and plan for the needs of a changing population, particularly in terms of disability inclusion and access.

These trends underscore the evolving demographics and the need for forward-thinking planning to ensure inclusivity and accessibility for all community members, particularly those living with disabilities, their families, and carers.

### **Planning for better access**

The Shire of Leonora is dedicated to promoting the inclusion of individuals with disabilities, ensuring they can access and participate in all community facilities, services, events, and employment opportunities. This commitment is aligned with the requirements of the Western Australia Disability Services Act (1993), which mandates all local governments to create and execute a Disability Access and Inclusion Plan (DAIP). The DAIP serves as a blueprint for addressing and removing access barriers, aiming to enhance independence and foster participation and inclusion for people with disabilities. This initiative ensures equitable access to the Shire's offerings.

Additionally, the DAIP's foundations are strengthened by the Western Australia Equal Opportunity Act (1984) and the Commonwealth Disability Discrimination Act 1992 (DDA), both of which prohibit discrimination based on disability.

Since the inception of its first DAIP for 2006 - 2013, the Shire has undertaken periodic reviews and updates, with the latest plan covering 2024-2029. This iterative process of monitoring, review, and adjustment ensures that the Shire not only recognizes the rights of people with disabilities, their families, and carers to access services and facilities on an equal basis but also actively involves them in decision-making processes, employment, and community life.

### **Progress since 1995**

The Shire of Leonora is dedicated to ensuring that individuals with disabilities are included by enhancing their access to information, facilities, and services. This commitment led to the adoption of the Shire's inaugural Disability Service Plan (DSP) in 1995, aimed at overcoming community access barriers.

Following the introduction of this first DSP, the Shire has undertaken numerous initiatives and achieved substantial advancements in improving accessibility for everyone in the community.

## Access and Inclusion Policy Statement

The Shire of Leonora is dedicated to creating a community that is both accessible and welcoming to people with disabilities, along with their families and carers.

The Shire envisions a community where:

- All council-related functions, facilities, and services, whether directly provided or outsourced, are readily accessible to individuals with disabilities, ensuring they have the same freedoms, rights, and responsibilities as others in the community.
- Individuals with disabilities are acknowledged as important contributors to the community's social, economic, and cultural vibrancy.
- A community that embraces diversity and fosters the participation of all its members enriches communal life.
- Support is extended to individuals with disabilities, their families, and carers to stay within the community.
- Active engagement with individuals with disabilities, their families, carers, and relevant organizations is prioritized to overcome accessibility and inclusion barriers.
- Agents and contractors are expected to align their efforts with the objectives outlined in the DAIP.
- Assistance is provided to local groups and businesses to enhance accessibility and inclusion for people with disabilities, their families, and carers.
- Commitment to realizing the seven key outcomes identified in the DAIP, aimed at ensuring people with disabilities, their families, and carers enjoy equal access to services, events, facilities, information, service quality, complaint mechanisms, public consultations, and employment opportunities offered by the public authority.

## Development of the Disability Access and Inclusion Plan

### Responsibility for the planning process

The Chief Executive Officer (CEO) is tasked with supervising the development, implementation, review, and evaluation of the plan. Once completed, the plan receives endorsement from the council, and it becomes the duty of all officers to execute the specified actions.

### Community consultation process

In 2023, the Shire embarked on a review of its Disability Access and Inclusion Plan (DAIP) to further improve accessibility and inclusivity for individuals with disabilities. This DAIP Implementation Plan facilitates ongoing assessment of the Shire's strategies and their effectiveness, allows for adjustments based on feedback from the community and stakeholders, monitors advancement, and revises the plan as needed to meet emerging requirements. The review process involved:

- Analysing the DAIP for the period 2018 – 2023 along with any subsequent assessments.
- Reviewing additional relevant documents and strategies.
- Engaging with essential staff for insights.
- Inviting community input through an online survey.
- Evaluating community feedback gathered during community planning engagements.

### Findings of the consultation

The review and consultation process indicated that the goals set in the 2018 – 2023 DAIP were largely met. This outcome, alongside the Shire's ambition to exceed the basic compliance requirements for accessibility and inclusion, highlighted the need for a new plan that both acknowledges these successes and sets new objectives.

### Responsibility for implementing the DAIP.

The execution of the DAIP falls within the purview of the entire Council, although certain actions may be designated to specific areas. The Action Plan delineates the responsibilities for each task. Under the Disability Services Act (1993), it is mandatory for all public authorities to undertake all feasible steps to guarantee the implementation of the DAIP by their officers, employees, agents, and contractors.

### **Communicating the plan to staff and people with disability.**

The updated DAIP will be accessible on the Shire's website, and an announcement will be made in the local newspaper. Hard copies of the DAIP, in both standard and large print, can be obtained from the Shire offices. Additionally, upon request, the plan will be provided in electronic format, as well as in audio format on cassette or compact disc.

### **Review and evaluation mechanisms.**

Under the Disability Services Act, DAIPs must undergo a review at least once every five years. Should there be any changes to the DAIP, an updated version of the plan must be submitted to the Disability Services Commission. The Implementation Plan, however, may be revised more frequently as needed.

Monitoring and Review Process:

- The DAIP will be periodically assessed by staff based on community needs to ensure its effectiveness and relevance.
- The evaluation of the Shire's DAIP for the period 2024-2029 will be documented in a report to be sent to the Disability Services Commission in 2030.

Evaluation Procedure:

- The Council will review any findings from the DAIP implementation process.
- Based on community feedback, the Implementation Plans will be updated, and the revised plans will be made accessible to the public in various formats following Council approval.

### **Reporting on the DAIP**

The Disability Services Act specifies the basic reporting obligations for public bodies regarding their DAIPs.

Annually, the Shire will document the progress of its DAIP's implementation in its annual report and on a designated form provided to the Disability Services Commission, highlighting:

- The advancements made towards achieving the DAIP's intended outcomes;
- The efforts of its agents and contractors in striving for the seven targeted outcomes; and
- The methods employed to communicate the details of its DAIP to its agents and contractors.

## Strategies to improve access and inclusion

The following overarching strategies will guide tasks, reflected in the Shire of Leonora Implementation Plan 2024-2029 to maintain, and improve access to its services, buildings, and information. The seven desired outcomes provide a framework to continue to improve access and inclusion for people with disability, their families, and carers in the Shire of Leonora.

**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 Leonora.

Strategy	Timeline
Allocate Shire staff to the planning, facilitate and review community consultation regarding access and inclusion.	Ongoing
Ensure that people living with disability are provided timely opportunity to comment on access to Shire services.	Ongoing
Monitor the Shire's access and inclusion policy to ensure it supports equitable access to services by people with disability, their families, and carers during Council functions.	Ongoing
Link DAIP with appropriate Council plans and strategies.	Ongoing
Increase accessibility of library technology.	Ongoing
Ensure events, whether organised or funded, are accessible and inclusive to people with disability, their families, and carers.	Ongoing

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

Strategy	Timeline
Ensure buildings and facilities are physically accessible and inclusive to people with disability, their families, and carers.	Ongoing
Ensure all new or redevelopment works provide access to, and are inclusive for, people with disability, their families, and carers, where practicable.	Ongoing
Ensure premises and infrastructure, relating to transport facilities are accessible to, and inclusive for people with disability, their families, and carers.	Ongoing
Ensure that ACROD parking meets the needs of people with disability, their families, and carers.	Ongoing

*Shire of Leonora**Disability Access and Inclusion Plan*

Advocate to local businesses and tourist venues the requirements for and benefits flowing from the provision of accessible and inclusive venues.	Ongoing
Ensure that all recreational areas are accessible.	Ongoing
Ensure that public toilets meet the associated accessibility standards.	Ongoing

**Outcome 3:** People with disability receive information from the Shire of Leonora 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, informing stakeholders that Council information is available in alternative formats upon request.	Ongoing
Improve staff awareness of the varying accessibility and inclusion needs of people with disability and train in alternative formats.	Ongoing
Provide documentation regarding services, facilities and customer feedback in an appropriate format using clear and concise language.	Ongoing
Ensure that the Shire's website meets contemporary good practice in terms of access and inclusion.	Ongoing

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

Strategy	Timeline
Improve staff awareness of disability including access and inclusion compromises, improving customer service skills.	Ongoing
Improve the awareness of new staff and new Councillors regarding access and inclusion compromises.	Ongoing
Improve community awareness regarding access and inclusion for people with disability.	Ongoing

*Shire of Leonora**Disability Access and Inclusion Plan*

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

Strategy	Timeline
Ensure that current grievance mechanisms are available, accessible and resolved in a timely manner.	Ongoing

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

Strategy	Timeline
Continue community awareness about consultation processes in place.	Ongoing
Commit to ongoing monitoring of the DAIP to ensure implementation and strategy outcomes	Ongoing
Maintain awareness of people with disabilities to the established consultative process of Council.	Ongoing

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

Strategy	Timeline
Ensure all staff involved in recruitment have the awareness and resources required to implement non-discriminatory interview processes.	Ongoing
Access training, where available at a reasonable cost, to ensure officers involved in the recruitment processes are aware of best practice standards in regard to staff recruitment and ongoing employment of people with disability.	Ongoing
Engage with a Disability Employment Service (DES) when and if job vacancies arise	Ongoing

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*Disability Access and Inclusion Plan*

# **Shire of Leonora Disability Access and Inclusion Plan**

**Implementation Plan 2024 – 2029**



*Shire of Leonora*

*Disability Access and Inclusion Plan*

## **Implementation Plan 2024-2029**

The Implementation Plan details the ongoing efforts by the Shire of Leonora to enhance access to its services, information, and facilities.

Formatted as a table, the Implementation Plan specifies:

- The specific tasks to be accomplished.
- The deadlines for each task.
- The officer position or department within the authority responsible for each task; and
- The overarching strategy that each task supports.
- The DAIP (2024-2029) Implementation Plan is subject to continuous review and updates to ensure relevance and progress.

## ORDINARY COUNCIL MEETING MINUTES

*Shire of Leonora**Disability Access and Inclusion Plan*

Outcome 1: People with disability have the same opportunities as other people to access the services of, and any event, by the Shire of Leonora.			
Strategy	Task	Task Timeline	Responsibility
Ensure that people with disability are consulted on their needs for services.	<ul style="list-style-type: none"> <li>To make available a mechanism by which people with disability can make comment on accessibility of any facilities maintained by the Shire.</li> <li>Respond to feedback provided by community members with disability and rectify barriers if applicable or consider during future planning, upgrade of services.</li> </ul>	Ongoing	CEO
Monitor Shire services accessibility to ensure equitable access and inclusion.	<ul style="list-style-type: none"> <li>Conduct systematic reviews of the accessibility of services.</li> <li>Respond to identified barriers from and provide feedback to consumers.</li> </ul>	Ongoing	All Managers
Develop links between the DAIP and other Council plans and strategies.	<ul style="list-style-type: none"> <li>Incorporate the objectives and strategies of the DAIP into the Shire's existing planning processes, particularly the Strategic Plan.</li> </ul>	Ongoing	All Managers
Ensure that events are organised so that they are accessible to people with disability.	<ul style="list-style-type: none"> <li>Ensure all events are planned to use the Accessible Events checklist.</li> </ul>	Ongoing	All Managers
Ensure library technology is as accessible as possible.	<ul style="list-style-type: none"> <li>Continue to improve accessibility of technology and collection.</li> </ul>	Ongoing	Manager Community Services
Ensure that Council staff, agents and contractors are aware of the relevant requirements of the Disability Services Act	<ul style="list-style-type: none"> <li>Promote the Shire's policy and procedures regarding the Disability Services Act's requirements around agents and contractors through the newsletter and include in the induction process of new staff.</li> </ul>	Ongoing	All Managers

**ORDINARY COUNCIL MEETING MINUTES**

*Shire of Leonora*

*Disability Access and Inclusion Plan*

Outcome 2: People with disability have the same opportunities as other people to access the buildings and other facilities of the Shire of Leonora.			
Strategy	Task	Task Timeline	Responsibility
Ensure that all buildings and facilities meet the standards for access and any demonstrated additional need.	<ul style="list-style-type: none"> <li>Audit and identify access barriers to buildings and facilities using the Access Resource Kit checklists and Disability Access Consultants.</li> <li>Consider means of improving access to heritage buildings while maintaining their integrity. Identify access complaints to support audit results.</li> <li>Provide accessible access to Shire Administration Building and to the Shire Information Centre Building.</li> </ul>	Ongoing	Manager Business Services
Ensure that all new or redevelopment works provide access to people with disability, where practicable.	<ul style="list-style-type: none"> <li>Implement procedures to ensure that the legal requirements for access are met in all plans for new or redeveloped buildings and facilities.</li> <li>Ensure that no development application is signed off without a declaration that it meets the legal requirements.</li> <li>Ensure that key staff are qualified and kept up to date with the legal requirements.</li> <li>Include appropriate specifications in tender documents.</li> </ul>	Ongoing	Manager Business Services
Ensure that ACROD parking meets the needs of people with disability in terms of quantity and location.	<ul style="list-style-type: none"> <li>Maintain current standards.</li> </ul>	Ongoing	Manager Works and Services

## ORDINARY COUNCIL MEETING MINUTES

*Shire of Leonora**Disability Access and Inclusion Plan*

Outcome 2: People with disability have the same opportunities as other people to access the buildings and other facilities of the Shire of Leonora.			
Strategy	Task	Task Timeline	Responsibility
Advocate to local businesses and tourist venues the requirements for, and benefits flowing from, the provision of accessible venues. Ensure that all recreational areas are accessible.	<ul style="list-style-type: none"> <li>Provide information on the needs of people with disability and of legal requirements and best practice.</li> <li>Promote access to business.</li> <li>Make access information available on the Shire's website.</li> <li>Progressive upgrade and maintenance</li> </ul>	Ongoing	CEO
Outcome 3: People with disability receive information from the Shire of Leonora 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
Maintain community awareness that Shire information is available in alternative formats upon request. Maintain staff awareness of accessible information needs and how to provide information in other formats. Ensure that the Shire's website meets contemporary good practice.	<ul style="list-style-type: none"> <li>Relevant documents carry a notation regarding availability in alternative formats.</li> <li>Implement an ongoing training regime.</li> <li>Maintain State Government Guidelines for Information Services and Facilities and incorporate into general practice.</li> </ul>	Ongoing	All Managers  CEO  CEO

**ORDINARY COUNCIL MEETING MINUTES**

*Shire of Leonora*

*Disability Access and Inclusion Plan*

Outcome 4: People with disability receive the same level and quality of service from the employees of the Shire of Leonora as other people receive.			
Strategy	Task	Task Timeline	Responsibility
Maintain Elected Members and staff awareness of disability access issues and maintain skills to provide a good service to people with disability.	<ul style="list-style-type: none"> <li>Ensure training programs for staff are developed and implemented.</li> </ul>	Ongoing	CEO
Implement awareness training for staff and councillors about disability and access needs.	<ul style="list-style-type: none"> <li>Prepare information and plan the establishment of training in induction of new staff and Councillors.</li> </ul>	Bi-Annually	CEO

  

Outcome 5: People with disability have the same opportunities as other people to make complaints to the Shire of Leonora.			
Strategy	Task	Task Timeline	Responsibility
Ensure that current grievance mechanisms are accessible for people with disability and are acted upon.	<ul style="list-style-type: none"> <li>Maintain current mechanisms for access.</li> </ul>	Ongoing	CEO
Ensure that the grievance mechanism process and outcome satisfaction survey forms are available in formats to meet the needs of people with disability.	<ul style="list-style-type: none"> <li>Provide grievance mechanism process and outcome survey forms in alternate formats upon request.</li> </ul>	Ongoing	CEO

**ORDINARY COUNCIL MEETING MINUTES**

*Shire of Leonora*

*Disability Access and Inclusion Plan*

Outcome 6: People with disability have the same opportunities as other people to participate in any public consultation by the Shire of Leonora.			
Strategy	Task	Task Timeline	Responsibility
Maintain community awareness about consultation processes in place.	<ul style="list-style-type: none"> <li>Promote the existence, role and activities of the Shire and their facilities for people with disability to the community.</li> </ul>	Ongoing	CEO
Commit to ongoing monitoring of DAIP to ensure implementation and satisfactory outcomes	<ul style="list-style-type: none"> <li>Shire is to regularly monitor the progress of the plan.</li> </ul>	Annually	CEO

**ORDINARY COUNCIL MEETING MINUTES**

*Shire of Leonora*

*Disability Access and Inclusion Plan*

Outcome 7: People with disability have the same opportunities as other people to obtain and maintain employment with a public authority.			
Strategy	Task	Task Timeline	Responsibility
Ensure all staff involved in recruitment have the awareness and resources required to implement non-discriminatory interview processes	<ul style="list-style-type: none"> <li>Annually assess staff to determine training needs</li> </ul>	Ongoing	All Managers
Access training, where available at a reasonable cost, to ensure officers involved in the recruitment processes are aware of best practice standards regarding staff recruitment and ongoing employment of people with disability	<ul style="list-style-type: none"> <li>Implement an ongoing training regime.</li> </ul>	Ongoing	CEO
Engage with a Disability Employment Services (DES)	<ul style="list-style-type: none"> <li>Contact the DES when a vacancy that is deemed suitable for a person with disability arises and get advice about recruitment, interview, and reasonable adjustment</li> </ul>	Ongoing	