



# **Shire of Boyup Brook**

## **Disability Access And Inclusion Plan**

# **2013 – 2018**

The DAIP is available in alternative formats upon request. This includes standard and large print, electronically by email, in audio format by audio file or cd and on the Shire's website.

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## **Executive summary**

The Shire of Boyup Brook, (the Shire) has developed a Disability Access and Inclusion Plan (DAIP) to assist the Council comply with the legislative requirements of the *WA Disability Services Act 1993*, and embrace the principles that work to assist in creating a more accessible and inclusive community. This DAIP will cover a 5 year period from 2013 – 2018, and be reviewed in accordance with best practice guidelines.

Local governments are multi functional, with extensive responsibilities and activities across property, community and human service areas and have the capacity to make policy decisions at the local level. This means that Local government plays a vital role in the lives of people within their community.

The Shire manages and maintains public infrastructure within the town site of Boyup Brook and many satellite settlements in its district. This includes roads, paths, drains, community buildings and recreational and public open spaces. These services are supported by office staff, librarians, health & building professionals, swimming pool managers, doctors and an external work crew.

The maintenance of this infrastructure is vital to the social and economic well-being of the community. Improving access will allow equitable opportunities for everyone, including older people and people with disability.

The 2013 – 2018 DAIP has been drafted to meet the requirements of the *WA Disability Services Act 1993*, the *Commonwealth Disability Discrimination Act (1992)* and the *Equal Opportunity Amendment Act, Western Australia (1988)*.

A structured approach has been adopted for the DAIP, as recommended by the Disability Services Commission, which includes the review of past plans and the documentation of new proposed strategies to achieve the required outcomes.

The Shire of Boyup Brook 2013 – 2018 DAIP has a particular focus on nurturing a community where diversity, difference and a sense of identity is respected and valued. These values are underpinned by a commitment to the creation of fair and equitable access for all residents and visitors to the shire.

The vision for an accessible and inclusive community will concentrate on six key areas:

1. Existing services
2. Access to buildings and facilities
3. Access to events and projects organised by the shire
4. Information and communication
5. Opportunities to provide ongoing feedback
6. Opportunities to participate in any public consultation

The DAIP is designed not to be a static document but to be flexible and versatile enough to cater for the changing needs within the community as a whole.

# 1. Introduction

Under the state *Disability Services Act (1994)*, Local Governments have been required to develop access and inclusion plans to ensure people with disability can access council services and facilities. Annual reports on activities relating to the progress of these plans are reported to state government at the end of each financial year.

The Shire of Boyup Brook adopted its first Disability Services Plan in 1996, a document that has been integral in removing or minimising many barriers to people with disability within the shire.

Access and inclusion plans are not just about ensuring buildings have wheelchair access, they also incorporate inclusion at a participatory and service level. This DAIP will assist the Shire to determine the strategies needed to enhance and promote accessibility requirements. It provides the direction and framework for future planning needs beyond the short term so that it can assist integrate design for the development well into the future, focusing on the inherent qualities of the location and its attributes.

This document outlines recommended strategies that can be used to promote a quality of life that is vibrant, creative, diverse and capable of building a community, where people with disability are able to participate in Council activities, services and facilities with equality and freedom.

The Shire aims to ensure that the services it provides meet the varied needs, and that everyone has equal access to these services regardless of their race, heritage, gender, religious or non-religious belief, nationality, family background, age, disability or sexuality.

For the purpose of this document the following definitions should be refer to:

## **Definitions**

*A **disability** is any continuing condition that restricts everyday activities. Disabilities can affect a person's capacity to communicate, interact with others, learn and get about independently. Disability is usually permanent but may be episodic.*

*Disabilities can be:*

**Sensory:** *affecting vision and/or hearing.*

**Neurological:** *affecting a person's ability to control their movements, for example, cerebral palsy.*

**Physical:** *affecting mobility and/or a person's ability to use their upper or lower body.*

**Intellectual:** *affecting a person's judgement, ability to learn and communicate.*

**Cognitive:** affecting a person's thought processes, personality and memory resulting, for example, from an injury to the brain.

**Psychiatric:** affecting a person's emotions, thought processes and behaviour, for example, schizophrenia and manic depression.

**Access** in the context of this Disability Access and Inclusion Plan refers to an individual's physical ability to get to, into, and around facilities. This access is created by removing structural barriers and including mechanisms to enable structural access.

**Inclusion** in this context refers to an individual's ability to participate as fully as possible in programs and services provided by the Shire of Boyup Brook in an integrated and holistic manner that does not ostracise, embarrass or humiliate an individual.

## **2. Vision and policy statement**

### *Growing our Community Together*

*A place for people, with a sense of community, one that is active, vibrant, engaged and connected.*

Strategic Community Plan 2013-2023

### **Policy statement**

The Access Inclusion Policy aims to ensure social equity for all people with a disability, their carers and families, by eliminating barriers, as far as is practical, to ensure inclusion and access without discrimination.

This policy embraces the definition of disability in the context of the *Discrimination Act 1992*, and therefore includes not only physical, intellectual, and neurological, but also sensory, psychiatric, and people learning difficulties.

Barriers appear in many forms and can be physical, as in poor design, or social, by attitude or personal perception. Access means more than physical access. It includes being able to participate equally in the community, and to be accepted by that community.

To this end the Shire will work towards;

- equity of access for all citizens,
- respect for individuals and groups,
- self determination,
- democracy;
- open communication, and
- a consultative approach

These principles will be supported by adopting a plan to work towards achieving the desired outcomes as listed in Schedule 3 of the *WA Disability Services Regulations 2004* through the implementation of the Disability Access Inclusion Plan 2013-2018, known as the DAIP.

### **3. Developing the Plan (2013-2018)**

The shire adopted several methods in developing the new DAIP .

- Literature review.
- Evaluation of previous plan 2007-2012.
- Consultation and communication with stakeholders
- Advertising the availability of the draft for comment.
- Review of building audit.
- Identifying previous achievements.

#### **Literature review**

To ensure relevance of the DAIP and to be able to make informed suggestions on the implementation plan it was deemed important that the DAIP be based upon updated knowledge of government legislation, previous Shire disability plans and with a knowledge of current disability access and inclusion related research. A review of a variety of disability and inclusion related topics was completed. This included:

- Current federal, state and local disability access and inclusion legislation
- Examination of other Shire documents and strategies
- Universal access building and facility recommendations
  - The Building Code of Australia and the Draft Building Code
  - Heritage buildings
  - New technology
- Identification of contemporary trends and best practice in access and inclusion
- Previous Disability Service Plans and subsequent review reports that outline works in progress and achievements completed
- Previous Building Audits

The results of these reviews are reflected within the content of the DAIP (2013-2018). A list of Disability and Inclusion related Legislation reviewed is provided at appendix one.

#### **Consultation and communication**

To ensure that the DAIP project and the plans that resulted from it were based on as much knowledge as possible the following steps were taken.

This original process identified the following groups as the stakeholders for this disability access and inclusion project.

- the community with a disability
- the community supporting people with disability living within or visiting the district
- Representatives from the Shire of Boyup Brook and the districts within it
- government representatives
- corporate and private businesses

- disability related organisation practicing in the area.

Information to increase awareness and participation in the review process was communicated to the above community groups in as many formats as was possible.

These included the provision of information to all shire staff, copies of the draft DAIP were made available at the shire offices for the public, and information on web links made available.

### **Newspaper advertisements**

Notices regarding draft plans, and council meetings considering DAIP Applications to review and submit comments to the draft DAIP were published in the local newspaper for four consecutive weeks after being passed by council.

### **Web Site and Computer technology**

The DAIP was appended to the web site and made available on staff intranet for comment.

Notices regarding draft plans, and council meetings considering DAIP related information advertised on the web site.

As required copies of the plan will be made available in various media types including printed, large print, website, audio (CD or Cassette) or any other form upon request, where possible.

### **Review of building audit**

A review of the building audit conducted previously was used to identify areas that still require improvement to shire assets, and to ensure considerations are applied to the annual budget for such improvements.

### **Previous achievements**

Below are some examples of the success stories that have reduced access and inclusion barriers for people with a disability living in or visiting the region.

The upgrading of the Boyup Brook Swimming pool to include a hydro hoist to pool and spa, colour contrasted pavements and accessible showering and restroom facilities. This facility is being used regularly by people with disability.



*A graded step entrance and pool chair lift (not shown) makes access to the Boyup Brook Swimming Pool easy for all*

The Boyup Brook Community Resource Centre has recently undergone extensive modifications that include a universal access toilet facility and a leveling out of the interior floor. The building is situated on a hill and the community and shire have been proactive about embracing these challenges and minimizing the barriers to access and inclusion.



The Community Resource Centre is an active inclusion centre that has the ability to enhance communication and leisure opportunities for people with disability and diverse needs living and visiting the district. They offer educational, vocational and leisure options such as Westlink Satellite Courses, onsite TAFE courses, as well as lifestyle courses that can be accessed by people with disability.

Visitors Centre public toilet facility upgrade shows the building has been well planned out to visually enhance the visitors experience. Sculpture leads the visitor to the facilities, architecture makes the facility aesthetically pleasing and the inclusion of universal access pathway and toileting facilities ensures that the safety and health of the visitor is prioritized.



In the period 2007 - 2012 enhancements and upgrades to footpaths in the Boyup Brook town site were also completed improving access.

A major upgrade to the Shires Administration and Library building saw the provision of a new access ramp, new concrete steps and railings along with automatic sliding doors. Positive feedback has been received from the public visiting the shire offices.



## **4. The Plan 2013-2018**

The Disability Services Commission of Australia has identified seven access and inclusion outcomes that, when applied, can eliminate many of the common barriers and challenges that may block a persons ability to be fully included.

In June 2013, the seventh outcome, relating to the employment of people with disability, was included.

### **Vision**

The Shire of Boyup Brook has structured their implementation plan around these now seven outcomes. This structure is clear and easy to understand, and takes us a step closer to being able to include everyone in our future.

The seven outcomes upon which the DAIP has been based will assist the Shire design and develop fair and equitable disability related strategies to meet our objectives. These outcomes are:

- 1. People with disability have the same opportunities as other people to access the services of, and any events organised by the Shire of Boyup Brook.**
- 2. People with disability have the same opportunities as other people to access the buildings and facilities of the Shire of Boyup Brook.**
- 3. People with disability receive information from the Shire of Boyup Brook 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 as others people receive from the Shire of Boyup Brook.**
- 5. People with disability have the same opportunities as other people to make complaints to the Shire of Boyup Brook.**
- 6. People with disability have the same opportunities as other people to participate in any public consultation by the Shire of Boyup Brook.**
- 7. People with disability have the same opportunities as other people to obtain and maintain employment at the Shire of Boyup Brook.**

The 2013-2018 DAIP plan for the Shire of Boyup Brook contains:

1. Guiding legislation and strategic links referred to when formulating the DAIP. (Appendix 1)
2. Information on the role of the Shire of Boyup Brook in providing facilities and service to the community; (Appendix 2)
3. A description of the review and consultation process and its findings and recommendations;
4. Information on how the plan is being communicated to staff, people with disability and the wider community;
5. Recommendations for delivery and monitoring of initiatives and strategies included in the DAIP and the implementation plan: (Appendix 3)
6. An implementation plan outlining clear objectives, and the related actions required by who and when, and how success will be measured.(Appendix 4)

### **Principles**

The DAIP provides the background information that informs the Shire of the reasons why change is required to a facility, service or event. The DAIP implementation plan identifies changes that have been suggested, who is responsible to facilitate the change, and the date by which the shire aim to implement the change.

It is only by itemising the future requirements that the Council can create realistic budgets to complete the work required.

A fair and equitable DAIP implementation plan assists Council allocate resources and draft budgets to facilitate implementation. The Shire wherever possible consulted with representatives from a variety of different sectors of the community including;

- the community with a disability
- the community supporting people with disability living within or visiting the district
- the Shire of Boyup Brook
- government representatives
- corporate and private businesses
- disability related organisation practicing in the area
- As much community based consultation as possible.

The access and inclusion implementation strategies and objectives that have been developed for the Shire of Boyup Brook are grouped under the seven desired outcomes listed on page nine (9) as required the Disability Service Regulations.

These outcome areas provide a framework for translating the principles and objectives of the *Disability Services Act* into measurable and achievable results.

This frame work has been developed by a national body and includes excellent reviewing and monitoring strategies for the ongoing stages of the plan. The Shire of Boyup Brook has adopted the recommended structure for the DAIP.

## **Strategies**

This document is intended to proactively communicate what the Shire of Boyup intends to achieve in the reporting period 2013-2018. It is therefore essential that all projects are accurately reflected in this plan and that communication with the Council and relevant Managers underpins all strategies.

As a result of the review of the previous plan, objectives have been set to achieve the outcomes required. These are reflected in the Implementation Plan attached at appendix 4. The seven desired outcomes have been used to provide a descriptive framework outlining the objective and relevant strategies for improving access and inclusion for people with disability in the Shire of Boyup Brook.

## **5. Evaluation and review**

In accordance with the legislation the access and inclusion plan will be reviewed at least every 5 years. The access and inclusion plan may be amended on a more regular basis to reflect progress and any access and inclusion issues, which may arise. Whenever the access and inclusion plan is amended, a copy of the amended plan will be lodged with the Disability Services Commission and endorsed internally through the Council of the Shire of Boyup Brook.

The Manager of Corporate Services will work with other staff members to ensure effective strategies are in place to evaluate and review the plan. Other strategies designed to evaluate progress include:

- assessing required works as part of its annual budgetary process. This process is used to determine the progress on the implementation of the strategies identified in the disability access and inclusion plan
- Producing a status report on action as part of the annual Shire's report.
- Ensuring internal staff communicate positive changes that may not be in the plan so that they can be documented and included in annual reports and updates.
- Review key focus areas for work implemented during the previous 12 months
- Seek feedback on the effectiveness of implemented strategies from stakeholders
- Seek feedback on additional barriers not identified in the initial consultation from stakeholders
- Seek feedback from councilors and Shire officers on how well they believe the strategies are working

- Communicate the plan to external agents and contractors by providing a copy of the plan in the format requested.

## **6. Plan promotion**

After being reviewed and adopted by the council the DAIP will be promoted and communicated within the Shire of Boyup Brook using various methods, including

- Notice given in the local newspaper
- Discussed at staff meeting to ensure awareness of employees
- Attached to the web page
- Access to a copy at the shire offices for general public to view in the requested format
- Formal letter to key stakeholders within the community,
- Information provided in gazette under topic “Council Matters”

The CEO will facilitate the communication of the plan through line managers.

## **7. List of Appendices**

- Appendix one - Disability and Inclusion related legislation
- Appendix two – Functions, facilities & services
- Appendix three – Recommendations for delivery and monitoring
- Appendix four - DAIP implementation plan

## Appendix one

### Disability and Inclusion related Legislation

#### **GUIDING LEGISLATION & STRATEGIC LINKAGES**

A number of key acts of parliament, advisory notes, standards and regulations have guided the Shire in the formation of their 2013 – 2018 DAIP.

These include:

#### **LOCAL GOVERNMENT**

##### **Australian Local Government Association (ALGA)**

ALGA has a Statement of Cultural Inclusiveness policy endorsed by the National General Assembly of Local Government 2001. The Statement affirms a local government commitment to the right of all Australians to enjoy equal rights and be treated with equal respect regardless of race, colour, creed or origin.

#### **STATE GOVERNMENT**

##### ***State Western Australian Equal Opportunity Act (1984)***

The Equal Opportunity Act recognises that people with disability require and are entitled to the same level of service as is available to other members of the community. This Act makes it unlawful for a person to discriminate against any person on the grounds of impairment. Under the legislation, an action is regarded as being discriminatory if a person with impairment is treated less favourably than others in the same or similar circumstances. Impairment is defined as any condition existing at birth or from illness or injury. It also includes impairments that existed in the past and no longer exist.

##### ***The Western Australian Disability Services Act (1993) & Regulations (2004)***

The Disability Services Act states that a person with a disability has the right to be respected for their human worth and dignity and has the same human rights as other community members, regardless of the degree and nature of their disability. The Act includes a requirement that public authorities prepare and implement a Disability Access and Inclusion Plan that will further the principles of the Act. Each plan outlines how the public authority will ensure that people with difficulties, families and carers have access to their services and report annually to these plans.

##### ***Aboriginal Heritage Act 1972***

The *Aboriginal Heritage Act* applies in relation to the protection of places and objects which may be of importance and significance to people of Aboriginal descent in Western Australia. In particular it applies to places and objects that may have sacred, ceremonial and ritual significance.

### ***Volunteer (Protection of Liability) Act 2002***

The intent of the Volunteers (Protection from Liability) Act 2002 is to protect certain volunteers from liability and transfer that liability to community organisations, as defined. The Act provides protection for volunteers who work for a community organisation, defined to mean a body corporate, local government authority or State agency.

## **Commonwealth**

### ***The Commonwealth Disability Discrimination Act (DDA) 1992***

The DDA is a Commonwealth Act that provides protection against discrimination based on any form of disability (i.e. Physical, Intellectual, Sensory, Psychiatric and Neurological) for everyone in Australia. Under the Act it is unlawful to discriminate against a person or their associate (partner, carers, friend, family member or business partner), if they have a disability in the following areas of life:

- a) Work, accommodation, education, access to premises, clubs and sport; and
- b) The provision of goods, services, facilities and land; and
- c) The administration of Commonwealth laws and programs

Discrimination is defined as treating people with a disability less favourably than people without a disability would be treated under the same circumstances. The DDA applies to public and private sectors and allows people to complain to Human Rights and Equal Opportunity Commission if they encounter discrimination.

### ***Australian Standards (AS)***

The AS sets out requirements that must be referred to when making decisions that impact on people with disability:

- Australian Standard 1428 – Design for Access and Mobility: prescribes the basic requirement for physical access which must be adhered to in the planning, development and construction of all buildings
- Building Code of Australia (BCA) - Applies to new buildings undergoing significant refurbishment or alteration. A comprehensive statement of the technical requirements relevant to the design and construction of buildings and other related structures

### ***Racial Discrimination Act 1975, 1983***

The Racial Discrimination Act 1975 makes racial discrimination unlawful in Australia. The legislation covers all of Australia and can be used to ensure everyone is treated equally, regardless of their race, colour, descent, or national or ethnic origin. The RDA covers discrimination in areas such as employment, renting or buying property, the provision of goods and services, accessing public places and in advertising.

## Appendix two

### **Functions, facilities & services**

The Shire is responsible for a range of functions, facilities and services within the district boundaries including:

#### **Services to property:**

- Construction and maintenance of Shire owned buildings and facilities
- Construction and maintenance of roads, footpaths and cycle facilities
- Waste collection and disposal
- Litter control and street cleaning
- Planting and caring for street trees
- Bush fire control.

#### **Services to the community:**

- Provision and maintenance of outdoor playing areas, parks, gardens, reserves
- Provision and maintenance of facilities for sporting and community groups
- Management of recreation centre and swimming pool
- Public library and information services
- Citizenship ceremonies and community events.

#### **Regulatory services:**

- Planning of road systems, sub-divisions and town planning schemes
- Environmental & Public health
- Building approvals for construction, additions or alterations to buildings
- Ranger services, including dog control
- The development, maintenance and control of parking

#### **General administration:**

- Provision of general information to the public and the lodging of complaints and payment of fees including rates and dog licenses.

#### **Processes of government:**

- Ordinary and special council and committee meetings
- Electors meetings and election of council members
- Community consultations.

## Appendix three

### **Recommendations for delivery and monitoring**

The following is a list of recommendations for delivery and monitoring of initiatives and strategies included in the DAIP and the implementation plan:

1. The Shire representative responsible for the DAIP and the Access and Inclusion Planning Committee ensures that priority work and projects are included in the annual financial planning process in February each year.
2. DAIP audit outcomes incorporated into future financial year works programs for roads and pathways.
3. Work towards ensuring, where appropriate, that all new or redevelopment works provide access to people with disability where practicable by developing a 5 year building access plan with associated action plan.
4. Research and apply for grants that will assist in delivery of initiatives and improving existing services and equipment.
5. Develop a user friendly brochure regarding DAIP information relating to buildings and facilities in contracts and tenders.
6. Encourage all Shire personnel to communicate good news stories and to make any knowledge of work not identified in the plan known to DAIP officer for record purposes.
7. Identification and development of alternative formats for information and the development of a policy around the use of these formats.