

Appendix four – Strategies for implementation

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 Boyup Brook.

Objective: Provide equitable and accessible opportunities for people with disability to participate in cultural and social activities and events within the Shire of Boyup Brook				
Actions	Responsibility	Timeline	Measurable outcomes	Resources required
Draft Events Policy & related guidelines which includes access considerations	EHO	Aug14	Event Policy adopted by Council and published on web page	DoH guidelines & related documents
Conduct inspection of event venues for compliance	EHO/Ranger	Ongoing as events occur	Rate of compliance/participation	Inspection checklist (EHO to draft as part of Event Policy)
Event feedback form to include question regarding access	Community Development Officer	Feb 15	Copy of feedback form	Within existing resources

Outcome 2: People with disability have the same opportunities as other people to access the buildings and other facilities within the Shire of Boyup Brook.

Objective: To improve access to all buildings, spaces and facilities for people with disability.				
Actions	Responsibility	Timeline	Measurable outcomes	Resources required
All new building developments assessed in accordance with legislative requirements	Building Officer	Jan 14 & Ongoing as plans received	Number of public/shire building permits issued Final inspections & photographic record	Within existing resources
Tender documents contain references and specified requirements regarding access to any modified shire buildings	Manager Corporate Services Manager of Works	ongoing	Photographic records showing improvements (New hockey toilets)	Within existing resources
Upgrade prioritised parking availability at public/shire buildings	Manager of Works/Business owners	Nov 15	Number of upgrades Photographic record	Budget 2015/16
Improve disability access to the Shire swimming pool	Manager Corporate Services	Ongoing	Conduct audit/ Recommendations from audit implemented	Budget 2014/15
Identify & improve current disability ramps for continuity of access	Manager of Works /Community Development Officer	Dec 14	Number of access point created to footpaths	Budget 14/15
Conduct an audit of parks and playgrounds to ensure safe access is maintained	Community Development Officer	Dec 14	Number of audits conducted	Within in existing resources

Outcome 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.

Objective: Create and promote resources, information and communication that are responsive to the needs of people with disability.				
Actions	Responsibility	Timeline	Measurable outcomes	Resources required
Improve community awareness that information & resources can be made available in alternative formats	Community Development Officer	Sept 14	Statement provided on web page. Included in staff induction Gazette articles	Within existing resources
Make available a copy of the local gazette in large font	Community Development Officer	Dec 13	Evidence of copies on front counter	Within existing resources
Investigate the need for translated public documents , including the gazette	Community Development Officer	Dec 14	Survey & feedback from community groups	Within existing resources
Adopt a standard easy to read format of font, letter size and colour contrast for information brochures	CEO/CDO/Admin	ongoing	Memo to all staff adopted in SOPs Number of information brochures updated	Within existing resources

Outcome 4: People with disability receive the same level and quality of service from the staff of the Shire of Boyup Brook as other people receive from the staff of the shire.

Objective: Shire staff and volunteers working with the public be equipped with the information and skills to enable them to appropriately provide advice and service to people with disability using practices that are inclusive .				
Actions	Responsibility	Timeline	Measurable outcomes	Resources required
Provide all staff with a copy of the shire's policy statement when adopted & explanation	Community development officer	Aug 14	Number of staff acknowledge receiving a copy	Within current resources
Increase awareness of staff by providing training on types of disability and options for assistance.	Manager of Corporate Services	ongoing	Training courses completed	Budget 2014/15 Suitable training provider

Outcome 5: People with disability have the same opportunities as other people to make complaints to the Shire of Boyup Brook.

Objective: Ensure that mechanisms are in place to allow people with disability to make complaints				
Actions	Responsibility	Timeline	Measurable outcomes	Resources required
Confirm that grievance forms are available on the web page	Community Development Officer	April 14	Grievance form available	Within existing resources
As part of outcome 3 ensure form is easy to complete and read	CDO/Admin staff	Dec 14	Form changed	Within existing resources
As part of outcome 4, staff to use skills and knowledge to identify people who need assistance	CDO/Admin staff	ongoing	Training course completed Staff appraisals & feedback forms	Within existing resources

Outcome 6: People with disability have the same opportunities as other people to participate in any public consultation by the Shire of Boyup Brook.

Objective: Ensure that people with disability can participate fully in decision making and consultation processes managed by the Shire.				
Actions	Responsibility	Timeline	Measurable outcomes	Resources required
Improve community awareness about consultation processes	Community Development Officer	When changes are made	Gazette articles demonstrating improvements/success stories	Within existing resources
Seek a broad range of views on services from the community	Community Development Officer/ranger	Mar 15	Feedback forms at shire buildings and facilities	Within existing resources
Identify key stakeholders/groups that represent people with disability	Community Development Officer	Apr 15	Minutes of meetings with key groups HACC, DoH, CWA, RSL, Schools, other groups	Within existing resources

Outcome 7: People with disability have the same opportunities as other people to obtain and maintain employment at the Shire of Boyup Brook.

Objective: To encourage all people with disability and diverse backgrounds to apply for job opportunities offered.				
Actions	Responsibility	Timeline	Measurable outcomes	Resources required
All advertisements for job vacancies are in the adopted font, size and colour that ensure it is easy to read	CEO/PA	Dec 14	Copies of adverts	Within existing resources
Adverts include a statement that welcomes diversity	CEO/PA	Dec 14	Copies of adverts recorded as evidence	Within existing resources