



## **DISABILITY ACCESS AND INCLUSION PLAN**

**2020 – 2025**

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## 1. Shire of Trayning Overview

The Shire of Trayning is located 235 kilometres east of Perth in the North Eastern Wheatbelt region of Western Australia. The Shire covers an area of 1,651 square kilometres consisting of agricultural land, nature reserves and national parks.

The Shire was first established in 1915 as the Korrellocking Roads Board. This name was changed in 1912 when it was known as the Ninghan Road District between 1912 and 1923. This was followed by a change in 1923 to the Kununoppin – Trayning Road District. 1961 saw Yelbeni included and the name became the Trayning, Kununoppin, Yelbeni Road District. In 1961 it became a shire for the first time and was known as Trayning, Kununoppin, Yelbeni Shire Council. This was considered too long and was shortened in 1965 to what we know today as the Shire of Trayning. The Shire incorporates the three towns of Trayning, Kununoppin and Yelbeni which are all located on the Goomalling-Merredin Road.

The Shire of Trayning provides a range of functions, facilities and services including but not limited to:

- **Services to property:** construction and maintenance of roads and footpaths; stormwater drainage; domestic waste collection and disposal, including recycling of certain domestic waste; waste motor oil collection facility; drumMUSTER collection services and facility; litter control and street cleaning; street tree and roadside tree pruning; bushfire control; dog control; and care and maintenance of parks and gardens.
- **Recreation Services to the community:** provision and maintenance of outdoor playing areas for basketball, tennis, lawn bowls, the public swimming pool facility and children's playground and BBQ area, gymnasium, Caravan Park and the Town Halls and community centers in Trayning and Kununoppin which caters for functions.
- **General Services to the community:** Supporting the Doctor Service in the town of Kununoppin and the Shire office provides for and takes bookings for the community bus and a well-appointed caravan park.
- **Regulatory Services to the community include:** planning processes; building control; environmental health; public health; and ranger service.
- **Administration Services:** provision of general information to the public, lodging and resolution of complaints, collection of rates; vehicle and firearm licensing, and dog registrations.
- **Local Governance:** ordinary and special council and committee meetings, annual elector meetings and election of council members.

Shire facilities include:

- Trayning Public Library
- Council Chambers
- Trayning Swimming Pool
- Trayning Town Hall
- Kununoppin Hall
- Don Mason Community Centre

- Kununoppin Community Centre
- Trayning Recreation Centre
- Kununoppin Recreation Centre
- Trayning Caravan Park
- Ninghan Fitness Centre, Trayning

## **2. People with disability in the Shire of Trayning**

The WA disability Services Act (1993) defines disability as a condition:

- That is attributed to an intellectual, cognitive, neurological, sensory or physical impairment or a combination of those impairments
- That is permanent or likely to be permanent; and
- That may or may not be episodic in nature, and
- That results in a substantially reduced capacity of the person for communication, social interaction learning or mobility and a need for continuing support services

The Australian Bureau of Statistics (ABS) census conducted in 2016 estimated that there were 350 people in Shire of Trayning. Of these 55.5% were male and 44.5% were female. Aboriginal and/or Torres Strait Islander people made up 5.2% of the population.

The 2016 ABS Census also recorded 30 persons in Trayning as having delivered unpaid assistance to persons with a disability disability, long-term illness or problems related to old age. This represents 10.2% of people aged 15 years and over living in the Shire. The proportion of people living with a disability increases with age. Given that the shire has, a demographic profile with 23.3% of all persons aged 65 years and over, there will be many people in the community living with age related limitations such as restricted movement, loss of sensory perception or loss of understanding.

The Shire appreciates the services of the local hospital in the town of Kununoppin along with the hospitals servicing Wyalkatchem and Merredin Shires which all provide medical and Allied health services. Although there are limited facilities provided in the Trayning Shire for people living with disability the Shire is committed to a future plan to ensure universal accessible design for new building projects and upgrades undertaken by the Shire. Accessible public toilets are located at the Billycatting Reserve which is a facility suitable for people with disability.

## **3. Disability Access and Inclusion Policy Statement**

The Shire of Trayning is committed to ensuring that the community is accessible and inclusive for people with disability, their families, and carers.

The Shire of Trayning also interprets an accessible and inclusive community as one in which all Shire's functions, facilities, and services (both in-house and contracted) are inclusive and accessible for people with disability as they are for other people in the wider community. The Shire will endeavour to the best of its capacity to meet the needs of persons with disability.

The Shire of Trayning:

- Recognises that people with disability are valued members of the community who make a variety of contributions to local, social, economic, and cultural life;
- Believes that a community that recognises its diversity and supports the participation and inclusion of all its members makes for a richer community life;
- Believes that people with disability, their families and carers should be supported to remain living and participating in the community;
- Is committed to consulting with people with disability, their families and carers, and the community in general, to ensure that barriers to access and inclusion are appropriately addressed;
- Is committed to supporting local community groups and other relevant organisations to facilitate the inclusion of people with disability through access to information, services, and facilities in the community;
- Is committed to ensuring that its agents and contractors work towards the desired outcomes in the shire's DAIP.

#### **4. Seven Outcomes of DAIP**

The Shire is also dedicated to achieving the seven desired outcomes through its DAIP. They are –

1. People with disability, their families and carers have the same opportunities as other people to access the services of, and any events organised by, the Shire of Trayning.
2. People with disability have the same opportunities as other people to access all buildings of a public nature, plus other facilities provided by the Shire of Trayning.
3. People with disability receive information from the Shire of Trayning 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, and contractors/agents to, the Shire of Trayning.
5. People with disability have the same opportunities as other people to make complaints to the Shire of Trayning.
6. People with disability have the same opportunities as other people to participate in any public consultation process with the Shire of Trayning.
7. People with disability have the same opportunities as other people to obtain and maintain employment with the Shire of Trayning.

#### **5. Progress and Achievements**

The Shire of Trayning is committed to facilitating the inclusion of people with disability through the improvement of access to its facilities and services. To meet this goal, the Council reviewed both the 2008-2012 and 2012-17 Disability Access & Inclusion Plans in order to address barriers for people with disability and ensure present and future needs for persons with disability is identified and addressed. Since adopting the plan in 2008, the Shire of Trayning has implemented a number of initiatives, some of which are highlighted in Appendix A.

During the life of this plan, the Shire has continued to improve access and remove barriers through the implementation of many strategies contained in the plan. Significant progress has been made towards providing better access to the community.

## **6. Development of the Disability Access and Inclusion Plan**

It is a requirement of the Disability Services Act 1993 (amended 2004) that all local and state government authorities develop and implement a Disability Access and Inclusion Plan (DAIP) that outlines the ways in which the authority will ensure that people with disability have equal access to its facilities and services.

Other legislation underpinning the planning of access and inclusion includes:

- WA Equal Opportunity Act 1984 (amended 1988);
- Commonwealth Disability Discrimination (DDA) Act 1992;
- The Building code of Australia (BCA) that provides a set of minimum requirements for new buildings and renovations.
- The Access to Premises Standard under the Disability Discrimination Act (DDA) that became effective for any buildings or major redevelopments

### **6.1 Responsibility for the planning process**

The Shire of Trayning DAIP 2020 – 2025 intends to meet the requirements of the Act. All councillors and staff have a responsibility to contribute to the process of developing an appropriate plan that reflects community long-term vision, values, including aspirations and service expectations. The Shire Chief Executive Officer has the responsibility to oversee the development, implementation, review and evaluation of the plan.

### **6.2 Community Consultation Process**

The Shire's Principal Environmental Health Officer has undertaken a review of the DAIP 2012–2017 and a new DAIP 2020 -2025 was developed. The consultation process asked for areas of access and inclusion people felt needed to be addressed and/or improved to help develop the Shire's new DAIP or to provide advice on aspects that should be included in the DAIP. The process included both internal and external consultations.

The internal process began with:

- Examination of the current Disability Access Plan and subsequent progress reports to see what has been implemented to date, and to decide which areas require ongoing attention
- Review of annual progress reports, relevant council documents, disability legislation, developing trends and best practice in access and inclusion;
- Consultation with with Department of Communities key staff.

The internal review was followed by external consultation, where feedback was sought via:

- an advertisement in local community newsletter;
- the Shire’s website inviting community members to ‘have your say’;
- Consultation with Councillors and the wider community.

### **6.3 Findings from the Consultation Process**

The consultation provided an opportunity for a cross-section of staff and community members to comment on the plan. Overall, there was a great deal of achievement in improving access in past years. The findings formed the basis for the development of strategies in the DAIP 2020-2025

## **7. Implementation of the DAIP**

Implementation of the DAIP is the responsibility of all areas of the Shire. The Disability Services Act 1993 (amended 2004) requires public authorities to take all practical measures to ensure that its officers, employees, agents and contractors implement the DAIP. Implementation actions, timelines and accountabilities will be included in other plans and strategies. The implementation is generally an ongoing process and the strategies are supported by an internal actions plan, which will be monitored, on an annual basis by the management to check the progress and maintain compliance with the relevant requirements.

A clause will be included in all contract and tender documents advising Contractors of their obligation to implement the Shire of Trayning’s DAIP wherever practicable and report annually on their compliance with the plan. Shire tender documents will include reference to the Shire of Trayning DAIP and the requirement for contractors to be aware of and work towards its desired outcomes. Contractors will receive a copy of the DAIP and a copy of the contractor reporting form to complete and return to the Shire at the completion of their contract.

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

- On completion, a copy of the Disability Access and Inclusion Plan is to be distributed to other members of the Shire administration staff for comment;
- Council advertised the DAIP in its local newsletter advising that copies can be obtained from the Shire administration office, and via the Shire’s website, as well as in alternative formats on request;
- As DAIPs are amended, Shire council, staff and community will be advised of the availability of updated plans.

### **7.2 Review and Evaluation Mechanisms**

The Disability Services Act 1993 (amended 2004) sets out the minimum review requirements for public authorities in relation to DAIPs. The Shire will undertake a review of the DAIP at least every five years, in accordance with the Act.

The DAIP Implementation Plan is an internal document that assists the Shire to implement progress of the DAIP and will be amended annually to reflect budget considerations, progress and any access and inclusion issues or initiatives which may

arise. Whenever the Shire's DAIP is amended, a copy of the amended plan will be lodged with the Department of Communities.

The Shire will also develop an evaluation form for local groups and organisations that receive funding from the Shire to capture how many people with disability attend community facilitated, Shire funded events and activities.

### **7.3 Monitor and Reporting on the DAIP**

The Principal Environmental Health Officer will continue to liaise with the Chief Executive Officer and relevant managers; monitor progress on the implementation of strategies identified in the DAIP.

All strategies and actions will be included in the shire's corporate planning and subject to corporate key performance indicators and reporting.

The Disability Services Act 1993 (amended 2004) sets out the minimum reporting requirements for public authorities in relation to their DAIPs. The Shire will report on the implementation of the DAIP through its Annual Report and by completing, the Department of Communities prescribed progress report template by 30 June each year.



## 8. Strategies to Improve Access and Inclusion

The seven desired outcomes provide a framework for strategies aimed at improving access and inclusion for people with disability. The following strategies will be reflected in Council's 2020-2025 implementation plan, subsequent budgets and Corporate Business Plans.

### Outcome 1:

People with disability have the same opportunities as other people to access the services of, and any events organised or sponsored by the Shire of Trayning

Strategies	Timeline
Consult people with disability on their need for services and the accessibility of current services	ongoing
Monitor the Shire services to ensure equitable access and inclusion	Ongoing
Promote the inclusion of the DAIP values and goals into other Shire plans and strategies	Ongoing as required
Ensure that all events in the Shire are accessible and inclusive to people with disability	Ongoing per event

### Outcome 2:

People with disability have the same opportunities as other people to access the buildings and other facilities provided by the Shire of Trayning.

Strategies	Timeline
Ensure that all buildings and facilities are physically accessible to people with disability by completing a buildings audit.	Ongoing
Ensure that all premises and other infrastructure related to transport facilities are accessible.	Ongoing
Ensure that ACROD parking, whenever required meets the needs of people with disability in terms of quantity and location.	Ongoing
Advocate to local businesses the benefits of providing accessible facilities and amenities and the importance of employing people with disability.	Ongoing

### Outcome 3:

People with disability receive information from the Shire of Trayning in a format that will enable them to access the information as readily as other people are able to access it.

Strategies	Timeline
Improve community awareness that Shire of Trayning information is available in alternative formats upon request.	Ongoing
Improve current staff awareness of accessible information needs and how to obtain information in other formats.	Ongoing
Ensure that the Shire's website meets contemporary good practice.	Ongoing

**Outcome 4:**

People with disability receive the same level and quality of service from the staff of the Shire of Trayning as other people receive from the staff of the Shire of Trayning.

Strategies	Timeline
Raise awareness and understanding amongst existing staff, new employees about the disability access and inclusion.	Ongoing
Provide disability awareness training to staff to ensure they have the skills to offer high quality customer services to people with disability.	
Encourage staff to identify any areas where the quality of service to people with disability can be improved.	Ongoing

**Outcome 5:**

People with disability have the same opportunities as other people to make complaints to the Shire of Trayning.

Strategies	Timeline
Ensure the complaints policy and procedures are accessible to people with disability in alternative formats on request.	Ongoing
Improve staff knowledge so they can facilitate the receipt of complaints from people with a disability.	Ongoing
Encourage feedback from community to assist with removal of barriers and improvement of access.	Ongoing

**Outcome 6:**

People with disability have the same opportunities as other people to participate in any public consultation by the Shire of Trayning.

Strategies	Timeline
Ensure public consultation is accessible to all people with disability.	Ongoing
Ensure consultations is facilitated in an appropriate format to assist persons with disability participate in public consultation.	On request
Commit to ongoing monitoring of the DAIP to ensure implementation and satisfactory outcomes.	Ongoing

**Outcome 7:**

People with disability have the same opportunities as other people to obtain and maintain employment with the Shire of Trayning.

Strategies	Timeline
Commit to using inclusive recruitment practices when advertising new positions.	Ongoing
Ensure the Shire maintain a positive relationships with key disability employment support providers.	Ongoing
Undertake to monitor the needs of any Council employee with a disability and to address those needs where possible to maintain their employment.	Ongoing

## **APPENDIX A: Achievements**

Progress Since 2008 to 2012 under the Disability Access and Inclusion Plan.

### **Outcome 1:**

**People with disability have the same opportunities as other people to access the services of, and any events organised or sponsored by Council.**

- The Shire Library has increased the number of audio books (talking books) and large print books held at the library, and these are regularly rotated through the WA LISA rotation program. These books are located at easily accessible levels and are well signed;
- Successful uploading of the Shires DAIP onto the website;
- Positive relationships developed between other Shires through NEWROC grouping allowing a central exchange point of ideas and developments;
- Agricultural Show and other events where community has involvement are held at the Don mason Centre, Bowling Club or Shire Chambers, depending on numbers to facilitate persons with mobility disability, a main cause of disability within the Shire.

### **Outcome 2: Access at Council Buildings and Facilities Improved**

- A public toilet block has been constructed at the Bilycatting reserve tourist site that is suitable for people with disability;
- Access ramps from footpaths to road surface have been provided in certain;
- Auto door has been installed at the main entrance to the Shire offices;
- Pram ramps to allow minimal trip hazard from road to footpath;
- Disabled toilet signage is to appropriate standard;

### **Outcome 3:**

**Information about Functions, Facilities and Services is provided in Formats which meet the Communication Needs of People with Disability**

- The Shire advertised through the local Council newsletter that Council information is available in alternative formats upon request;
- Staff are aware of how to reformat information to assist people to access Shire information.

#### **Outcome 4:**

##### **Staff Awareness of the Needs of People with Disability and Skills in Delivering Advice and Services are Improved**

- Council staff continue to assist persons to help arrange travel to essential service, access books and audio for their enjoyment and to assist in understanding information.

#### **Outcome 5:**

##### **Opportunities are provided for People with Disability to Participate in Public Consultation, Grievance Mechanisms and Decision Making Processes**

- The Shire provides information through public documents regarding all Council agreed new works
- The Shire ensures that buildings are accessible to people with disability
- The Shire staff have proven themselves to be most understanding in providing assistance towards people with disability.

#### **Outcome 6:**

##### **People with disability have the same opportunities as other people to participate in any public consultation by Council.**

- Shire staff and officers have assisted people with disability to access and be included in all Council discussions and functions on request
- Staff provide and explain the purpose of the Council function or meetings in a professional manner.

#### **Outcome 7:**

##### **People with disability have the same opportunities as other people to obtain and maintain employment with the Shire of Trayning**

- Equal Opportunity Statements included in job advertisements;
- Opportunities for volunteering presented to persons with disability;
- Applications accepted from persons with disability and two persons with identified disability interviewed;
- Staff training in the employment of person with disability.