



# Shire of Jerramungup

## Disability Access and Inclusion Plan (DAIP) 2013 - 2018

This plan may be made available in alternative formats such as large print, electronic format (disk or emailed), audio or Braille, on request.

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# Background

## **The Shire of Jerramungup**

The Shire of Jerramungup was established on 1 July 1982, having been annexed from the Shire of Gnowangerup.

Located 440 kilometres southeast of Perth, the Shire of Jerramungup is the western gateway to the world famous Fitzgerald River National Park. The Shire comprises of 645,110 hectares and incorporates the large towns of Jerramungup and Bremer Bay and the smaller towns and districts of Needilup, Jacup, Gairdner and Boxwood Hill.

The town of Jerramungup was established in 1953 as a war service settlement area. Though only a relatively young farming and agriculture region, the area is rich in history and proud of its heritage.

The town of Bremer Bay is growing fast both in terms of development and tourism. The unspoilt coastline offers numerous recreational pursuits from fishing, beach combing and walking on some of the finest beach sand in the southern hemisphere, whale watching and not to mention swimming in the magnificent turquoise waters of the various bays and beaches.

The Fitzgerald River National Park is one of the largest national parks in Australia containing 20% of the States described plant species. The park covers an area of 329 039 ha and is one of the most diverse botanical regions in the world, featuring more than 1800 species of plants.

## **Functions, facilities and services (both in-house and contracted) provided by the Shire of Jerramungup**

The Shire of Jerramungup is responsible for a range of functions, facilities and services including:

### **Services to property:**

- construction and maintenance of Shire-owned buildings roads, footpaths and trails
- land drainage and development
- waste collection and disposal
- litter control

- street cleaning, planting and caring for street trees
- numbering of buildings and lots
- street lighting; and
- bush fire control

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

- provision and maintenance of playing areas, parks, gardens, reserves and outdoor bbq areas and public libraries. Facilities for sporting and community groups are managed by the groups and are maintained and improved by these groups with modest support from the Shire.
- community safety and crime prevention planning
- preparation and testing of community emergency management plans;
- advocacy on behalf of specific community groups, eg aged persons

#### **Regulatory services:**

- planning of road systems, sub-divisions and town planning schemes;
- building approvals for construction, additions or alterations to buildings;
- environmental health services and ranger services, including dog control and the development, maintenance and control of parking.

#### **General administration:**

- the provision of general information to the public and the lodging of complaints and customer service requests, payment of fees including rates and dog licences.
- Administration of Department of Transport payments.

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

- Ordinary and Special Council and committee meetings; electors' meetings and election of Council Members; and community consultations.

#### **People with a disability in the Shire of Jerramungup**

It is estimated that there are around 412 people with a disability living within the Shire, 20.6% of the permanent population of 2,000 (the Australian Bureau of Statistics (ABS) Survey of Disability, Ageing and Carers (2003) estimate that 20.6% of Australians identify themselves as having some form of disability). The influx of retirees will increase this number as according to the ABS survey, 50% of people aged over 60 identified themselves as having a disability. The seasonal influx of tourists, including tourists with a disability, must also be considered.

#### **Planning for better access**

The Western Australia Disability Services Act requires all Local Governments to develop and implement a Disability Access and Inclusion Plan (DAIP) to ensure that people with a disability have equal access to its facilities and services.

Other legislation underpinning access and inclusion includes the Western Australia Equal Opportunity Act (1984) and the Commonwealth Disability Discrimination Act 1992 (DDA), both of which make discrimination on the basis of a person's disability unlawful.

**Progress since 1995**

The Shire of Jerramungup is committed to facilitating the inclusion of people with a disability through the improvement of access to its information facilities and services. Towards this goal the Shire adopted its first Disability Access Service Plan in 1995 to address the access barriers within the community.

Since the adoption of the initial Disability Service Plan, the Shire has implemented initiatives and made significant progress towards better access. Some of these are highlighted in Appendix 1.

# Access and Inclusion Statement

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

The Shire of Jerramungup interprets an accessible and inclusive community as one in which all Council functions, facilities and services (both in-house and contracted) are open, available and accessible to people with a disability, providing them with the same opportunities, rights and responsibilities as other people in the community.

## **The Shire of Jerramungup:**

- recognises that people with a 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 of its members makes for a richer community life;
- believes that people with a disability, their families and carers should be supported to remain in the community;
- is committed to consulting with people with a disability, their families and carers and disability organisations in addressing barriers to access and inclusion;
- will ensure its agents and contractors work towards the desired outcomes in the DAIP;
- is committed to supporting local community groups and businesses to provide access and inclusion of people with a disability; and
- is committed to achieving the six desired outcomes of its DAIP.

These are:

1. People with a disability have the same opportunities as other people to access the services of, and any events organised by, the relevant public authority.
2. People with a disability have the same opportunities as other people to access the buildings and other facilities of the relevant public authority.
3. People with a disability receive information from the relevant 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 a disability receive the same level and quality of service from the staff of the relevant public authority.
5. People with a disability have the same opportunities as other people to make complaints to the relevant public authority.
6. People with a disability have the same opportunities as other people to participate in any public consultation by the relevant public authority.

# Development of the Disability Access and Inclusion Plan

## **Responsibility for the planning process**

The Deputy Chief Executive Officer has responsibility to oversee the development, implementation, review and evaluation of the plan. The final plan is endorsed by Council and it is the responsibility of all officers to implement the relevant actions.

## **Community consultation process**

In 2013 the Shire drafted a new DAIP to guide further improvements to access and inclusion.

The process will include:

- Examination of the existing DAIP to see what has been achieved and what still needs addressing.
- Examination of other Council documents and strategies.
- Consultation with staff from both the Shire of Jerramungup and relevant agencies.
- Consultation with Council
- Consultation with Community

The Community will be informed through the Bremer Bulletin and Jerry Journal (local newspapers) and the Council's website that the Shire is reviewing its DAIP. Members of the community are given the opportunity to provide comment.

## **Findings of the consultation**

At this stage no submission or comments in relation to the draft plan has been received. Any submissions received will be considered and incorporated into the final draft where appropriate for Council's consideration.

## **Responsibility for implementing the DAIP**

Implementation of the DAIP is the responsibility of all areas of the Shire. The Disability Services Act (1993) requires all public authorities to take all practical measures to ensure that the DAIP is implemented by its officers, employees, agents and contractors.



### **Review and evaluation mechanisms**

The Disability Services Act requires that DAIPs be reviewed at least every five years. Whenever the DAIP is amended, a copy of the amended plan must be lodged with the Disability Services Commission. The Implementation Plan can be updated more frequently if desired.

### **Monitoring and Reviewing**

The employee with responsibility for the DAIP will analyse progress in implementing the DAIP and provide a report to management and Council on progress and recommended changes to the implementation plan annually.

### **Evaluation**

- An evaluation will occur as part of the five-yearly review of the DAIP.
- The community, staff and Elected Members will be consulted as per the endorsed consultation strategies, as part of any evaluation.

### **Reporting on the DAIP**

The Disability Services Act requires the Shire to report on the implementation of its DAIP in its annual report outlining:

- progress towards the desired outcomes of its DAIP;
- progress of its agents and contractors towards meeting the six desired outcomes; and
- the strategies used to inform agents and contractors of its DAIP.

The Shire is also required to report on progress in the prescribed format to the Disability Services Commission by July 31 each year.

### **Promotion of the DAIP**

The DAIP will be accessible from the Shire of Jerramungup website or emailed, mailed on request.

Promotion of the DAIP through local media outlets, for example the Bremer Bulletin and Jerry Journal will occur following the endorsement of the DAIP by Council.

## Strategies to improve access and inclusion

The following overarching strategies have been developed to address each of the six desired outcome areas of the Disability Services Act 1993 from feedback gained in the consultation process. These will form the basis of the Implementation Plan.

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

Strategy	Timeline
Ensure that people with a disability are consulted on their needs for services and the accessibility of current services.	Ongoing
Monitor Shire services to ensure equitable access and inclusion.	Ongoing
Improve access to the information in the library.	Ongoing
Develop the links between the DAIP and other Shire plans and strategies to be incorporated into the Strategic Planning process.	Ongoing
Ensure that events, whether organised or funded, are accessible to people with a disability.	Ongoing

**Outcome 2: People with a disability have the same opportunities as other people to access the buildings and other facilities of a public authority.**

<b>Strategy</b>	<b>Timeline</b>
Ensure, subject to budgetary constraints, that all buildings and facilities meet the standards for access and any demonstrated additional need.	June 2016
Ensure that all new or redevelopment works provide access to people with a disability, where practicable.	Ongoing
Ensure that ACROD parking meets the needs of people with a disability in terms of quantity and location.	Ongoing
Advocate to local businesses and tourist venues the requirements for and benefits flowing from the provision of accessible venues.	Ongoing
Ensure that all recreational areas are accessible.	Ongoing

**Outcome 3: People with a 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.**

<b>Strategy</b>	<b>Timeline</b>
Ensure that the community is aware that Shire information is available in alternative formats upon request.	Ongoing
Improve staff awareness of accessible information needs and how to provide information in other formats.	Ongoing
Budget for and provide interpreters to significant events on request.	June 2016
Ensure that the Shire's website meets contemporary good practice.	June 2015

**Outcome 4: People with a disability receive the same level and quality of service from the employees of a public authority as other people receive from the employees of that public authority.**

Strategy	Timeline
Ensure that all employees, existing and new, and Elected Members are aware of disability and access issues and have the skills to provide appropriate services.	June 2015
Improve community awareness about disability and access issues.	June 2016

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

Strategy	Timeline
Ensure that grievance mechanisms are accessible for people with a disability and are acted upon.	June 2015

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

Strategy	Timeline
Ensure that people with a disability are actively consulted about the DAIP and any other significant planning processes.	Ongoing
Ensure that people with a disability are aware of and can access other established consultative processes.	June 2016

# Appendix 1

## **Progress since 1995 under the Disability Service Plan**

**Since 1995 the Shire of Jerramungup has undertaken a number of initiatives to improve the access and inclusion for disabled persons when upgrading or renovating facilities and services.**

1. Provision of disabled access and toilet facilities at the Cameron Business Centre.
2. Provision of disabled access to footpaths and street verges on new infrastructure and road improvements.
3. The provision of more Council documents on the Council website which has enabled members of the public access to Shire publications online.
4. Council has endeavoured to bear in mind and provide access to all persons when designing new buildings and footpaths.
5. Council has supported HACC and Community Aged Care Programs financially and with administration support where possible.
6. A strategic plan was prepared in response to community feedback and systematic analysis. The Strategic Community Plan 2012 - 2025 has been developed to address the challenges of an ageing and decreasing population. Aspiration 15 acknowledges the DAIP and provides a platform for future strategies to be achieved.
7. Improved access was provided to the Needilup Pavilion with the installation of an access ramp and improved toilet facilities for the Needilup Centenary Celebrations.
8. Access has been provided in the toilet facilities located at Pelican Park and Fisheries Beach in Bremer Bay.
9. Council has engaged a consultant to prepare a Master Trail Plan for Bremer Bay which will be designed as a dual multi-use trail loop.
10. Supporting the successful grant application for a Nature Playground at the Jerramungup Occasional Childcare building which will suit all young children regardless of impairments to mental or physical development.
11. Council has installed gas isolation switches in 6 of the aged care units located in Bremer Bay and Jerramungup.
12. Provision of aged care housing in the planning for the Bremer Bay Town Centre.

13. Disabled ramp included in the redevelopment of the Jerramungup Sports Oval.
14. Disabled parking improved in Jerramungup Revitalisation Project.

# Implementation Plan

The Implementation Plan details the task, timelines and responsibilities for each broad strategy to be implemented in 2013 - 2014 to progress the strategies of the (DAIP).

It is intended that the Implementation Plan will be updated annually to progress the achievement of all the strategies over the duration of the five year plan.

## Implementation Plan to improve access and inclusion

The following strategies have been developed to address each of the six desired outcome areas of the Disability Services Act and from feedback gained in the public consultation process.

<b>Outcome 1: People with a disability have the same opportunities as other people to access the services of, and any events organised, by the Shire of Jerramungup.</b>			
<b>Strategy</b>	<b>Task</b>	<b>Task Timeline</b>	<b>Responsibility</b>
Ensure that people with a disability have an opportunity to communicate their need for services and provide input on the accessibility of current services.	<ul style="list-style-type: none"> <li>Place a link on the Shire's website with a feedback form on current services and accessibility within the Shire.</li> <li>Ensure the Sport &amp; Recreation Officer considers people with a disability when facilitating sporting programs</li> </ul>	February 2014  Ongoing	Community Engagement Officer  Sport & Recreation Officer
Monitor Shire services to ensure equitable access and inclusion	<ul style="list-style-type: none"> <li>Conduct systematic reviews of the accessibility of services.</li> <li>Rectify identified barriers and provide feedback to consumers</li> </ul>	Ongoing	All Managers



<p>Develop links between the Disability Access and Inclusion Plan and other Shire plans and strategies.</p>	<ul style="list-style-type: none"> <li>• Regularly review the Disability Access and Inclusion Plan.</li> <li>• Align the Disability Access and Inclusion Plan with the Shire of Jerramungup Community Strategic Plan 2012 – 2025 and other strategic planning documents</li> </ul>	<p>July 2013 – Ongoing</p>	<p>All managers</p>
<p>Ensure that events, whether provided or funded, are accessible to people with a disability.</p>	<ul style="list-style-type: none"> <li>• Ensure all events take regard for items noted in the Accessible Events checklist.</li> <li>• Shire run events to be located in areas / buildings which are accessible and within close proximity to disabled facilities.</li> <li>• Produce clear and easy to read invitations and flyers for events that include contact details for event’s organisers.</li> </ul>	<p>Ongoing</p>	<p>All managers</p>
<p>Improve access to the information in the library.</p>	<ul style="list-style-type: none"> <li>• Support the provision of large print books and electronic books for community members</li> <li>• Ensure staff regularly review, emerging technology that could be utilised in the library.</li> </ul>	<p>On going</p>	<p>Local Community Resource Centres</p>

<b>Outcome 2: People with a disability have the same opportunities as other people to access the buildings and other facilities of the Shire of Jerramungup.</b>			
<b>Strategy</b>	<b>Task</b>	<b>Task Timeline</b>	<b>Responsibility</b>
Ensure that all buildings and facilities meet the standards for access and any demonstrated additional need.	<ul style="list-style-type: none"> <li>• Identify access barriers to buildings and facilities.</li> <li>• Prioritise and make a budget submission to undertake works on rectifying identified barriers.</li> </ul>	<p>June 2014</p> <p>June 2016</p>	Executive Manager Infrastructure Services
Ensure that all new or redevelopment works provide access to people with a disability, where practicable.	<ul style="list-style-type: none"> <li>• 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 trained and kept up to date with the legal requirements.</li> </ul>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	Executive Manager Infrastructure Services / Planning Officer
Ensure that ACROD parking meets the needs of people with a disability in terms of quantity and location.	<ul style="list-style-type: none"> <li>• Undertake an audit of ACROD bays and implement a program to rectify any non compliance.</li> <li>• Consider the need for additional bays at some locations.</li> </ul>	<p>June 2014</p> <p>June 2014</p>	Executive Manager Infrastructure Services

Strategy	Task	Task Timeline	Responsibility
Advocate to local businesses and tourist venues the requirements for, and benefits flowing from, the provision of accessible venues.	<ul style="list-style-type: none"> <li>• Provide information (available on the DSC website), on the needs of people with a disability and of legal requirements and best practice.</li> <li>• Make access information available on the Shire's website.</li> </ul>	June 2014	Deputy Chief Executive Officer
Implement a program to identify recreation areas and facilities which are not currently accessible to disabled persons and carry out assessments to provide options for rectifying the issues identified.	<ul style="list-style-type: none"> <li>• Implement a program to identify recreation areas which are not currently accessible to disabled persons.</li> <li>• Conduct audit of public access to pool, Community Halls and playgrounds.</li> </ul>	<p>June 2014</p> <p>June 2016</p>	Deputy Chief Executive Officer / Sport & Recreation Officer

**Outcome 3: People with a disability receive information from the Shire of Jerramungup 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
Ensure that the community is aware that Shire information is available in alternative formats upon request.	<ul style="list-style-type: none"> <li>• Ensure that all documents carry a notation that it is available in alternative formats.</li> <li>• Publicise the availability of other formats in the local newspaper.</li> </ul>	<p>Ongoing</p> <p>Ongoing</p>	All managers
Improve employee awareness of accessible information needs and how to provide information in other formats.	<ul style="list-style-type: none"> <li>• Make State Government Access Guidelines for Information, Services and Facilities guidelines available to Shire employees.</li> <li>• Train employees in providing accessible information.                             <ul style="list-style-type: none"> <li>• Include disability awareness information as part of employee inductions.</li> </ul> </li> </ul>	<p>Ongoing</p> <p>June 2015</p>	Deputy Chief Executive Officer
Ensure that the Shire's website meets contemporary good practice.	<ul style="list-style-type: none"> <li>• Redevelop website to ensure it complies with the W3C web content guidelines.</li> </ul>	June 2016	Deputy Chief Executive Officer

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

Strategy	Task	Task Timeline	Responsibility
Ensure that Elected Members and employees are aware of access needs and can provide appropriate services.	<ul style="list-style-type: none"> <li>• Determine training needs of employees and conduct training as required</li> </ul>	Ongoing	Deputy Chief Executive Officer

**Outcome 5: People with a disability have the same opportunities as other people to make complaints to the Shire of Jerramungup.**

Strategy	Task	Task Timeline	Responsibility
Ensure that grievance mechanisms are accessible for people with a disability and are acted upon.	<ul style="list-style-type: none"> <li>• Review current grievance mechanisms and implement any recommendations.</li> <li>• Develop other methods of making complaints, such as web-based forms.</li> <li>• Promote accessible complaints mechanisms to the community.</li> </ul>	<p style="text-align: center;">June 2015</p> <p style="text-align: center;">December 2013</p> <p style="text-align: center;">June 2014</p>	<p style="text-align: center;">Deputy Chief Executive Officer</p>

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

Strategy	Task	Task Timeline	Responsibility
Ensure that people with a disability are actively consulted about the DAIP and any other significant planning processes.	<ul style="list-style-type: none"> <li>• Consult people with a disability in a range of different consultation mediums, eg focus group, interviews, surveys.</li> </ul>	June 2014	Deputy Chief Executive Officer
Ensure that people with a disability are aware of and can access other established consultative processes.	<ul style="list-style-type: none"> <li>• Ensure agendas, minutes and other documents are available on request in alternative formats and are published on the Shire’s website.</li> <li>• Review lighting, acoustics and seating arrangements for Council Chambers and community meeting venues.</li> </ul>	June 2014  June 2014	Deputy Chief Executive Officer