



Shire of Harvey

# **DISABILITY ACCESS AND INCLUSION PLAN 2017-2022**



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**The Disability Access and Inclusion Plan is available to people with disability and the public generally, upon request, in electronic format, in hard copy format in both standard and large print, in audio format, on request by email and on the Shire of Harvey Website.**

**It is available for viewing at the Shire of Harvey Libraries in Australind, Harvey, Binningup and Yarloop.**



# Our Vision

Together, towards a better lifestyle.





## Foreword from the Shire President



The Shire of Harvey is proud to present its Disability Access and Inclusion Plan (DAIP) 2017 - 2022.

With strong population growth, the Shire boasts contrasting landscapes and a rich cultural history. From rolling hills, coastal towns and urban development, the landscape is diverse. The area is also becoming a popular choice for retirees and families looking for a change in lifestyle. It is therefore essential that any future planning meets the needs of this diverse and growing community.

The DAIP has been developed in consultation with key stakeholders and the community. This input has enabled the Shire to identify priority areas for the period 2017 to 2022. The opportunity to provide feedback or suggestions will continue to be welcomed as this plan is implemented over the five year period.

The Shire of Harvey offers a range of services and facilities to encourage participation in community life. The DAIP aims to enhance access to these services through specific strategies and tasks which are outlined in the Implementation Plan. Through greater participation we can create stronger communities and enjoy the great facilities, services and activities that the Shire has to offer.

You will notice that while the DAIP is primarily aimed at meeting the needs of people with disabilities, provisions have also been made for the wider community. The Shire of Harvey's aim is for all members of the community to benefit from this plan.

On behalf of the Shire of Harvey, I look forward to seeing the positive outcomes of this plan being implemented over the next five years.

Cr. Tania Jackson  
Shire President





## The Shire of Harvey

Located about 140 kilometres south of Perth the Shire of Harvey is bordered by the Shire of Waroona to the north, the Shires of Boddington and Collie to the east, the Shire of Dardanup and the City of Bunbury to the south. The western boundary of the Shire consists of 42 kilometres of pristine Indian Ocean coastline.

The Shire has an area of 1,766 km and is known for the diversity of its environment with tracts of Jarrah forests, rivers, the Leschenault estuary, Harvey, Stirling and Logue Brook dams, unspoilt beaches and fertile agricultural land.

## Shire of Harvey Services

### Chief Executive

#### Officer

- Policy formulation*
- Strategic planning*
- Performance review*
- Leadership*
- Management of change*
- Economic development*
- Marketing*
- Member liaison*

### Corporate Services

- Customer Services; Financial Services; Human Resources; Records Management; Law and Safety Services; Electoral Services; Equal Opportunity; Freedom of Information; Administration Services; Occupational Health & Safety, Bushfire and Recovery Management*

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### Community Services

- Economic Development; Community Development; Recreational Management; Public Libraries; Youth Services*

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### Development Services

- Building Services; Health Services; Waste Services; Town Planning Services; Heritage; Environment*

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### Technical Services

- Parks and Gardens; Road Construction; Road Maintenance; Plant Management; Street Lighting; Playgrounds; Street Cleaning; Drainage*
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## The Disability Access and Inclusion Committee

The DAIP will be monitored and overseen by Council's Disability Access and Inclusion Advisory Committee. Meetings occur quarterly, or as required with the Committee being responsible for providing recommendations for Council's consideration.

The Committee is made up the following members:

- Two (2) Shire Councillors;
- One (1) representative from South West Community Care
- One (1) 'representative from Disability Services Commission
- Four (4) general community members;
- Manager Community and Economic Development;
- Executive Manager of Technical Services:
- Principal Building Surveyor (or his delegate); and
- Community Development Officer



## Review of the DAIP

The Shire of Harvey's DAIP 2017-2022 is a result of community consultation and a review of its previous Plan. The consultation period for this plan was advertised in the Harvey Reporter, the Bunbury Herald and on the Shire of Harvey website. The DAIP 2012-2017 was implemented over a five year period. During this time, a range of successful projects were undertaken including:

- Automatic sliding door – Harvey Community Resource Centre
- Installation of footpaths within parks to link facilities
- Provision of new accessible toilet facilities in the Harvey Library, Harvey Lawn Cemetery, Brunswick "Mooseum" Park and at "One Tree" Park in Yarloop
- Provision of ACROD Bay - Becher St. Harvey
- Accessible fishing platform – Collie River Elbow
- Construction of new accessible facilities including the Leschenault Pavilion, Harvey War Memorial and Ottrey Park Playground
- Staff awareness training
- New ramps / improved access to Shire buildings
- Audio Books purchased for Shire Libraries
- Continued repair and upgrading of pavements in response to community request

In addition to the above projects, the Shire of Harvey continues to adapt and improve its services to meet the needs of its diverse community. Ongoing services include free entrance to recreation facilities for carers, book delivery (for people with disabilities unable to access the library) and Living Longer, Living Stronger fitness programs.

At the end of each year, the Committee will review the Plan and report its level of success in implementing the strategies.

As a result of the community consultation, the Plan will also be a useful tool that can be used by various stakeholders to develop future project opportunities and seek funding.





## How we developed our Disability Access and Inclusion Plan (Disability Services Regulations)

Schedule 3 of the Disability Services Regulations 2013, provides a framework for translating the principles and objectives of the Disability Services Act into tangible and achievable results by providing seven desired outcomes of a DAIP.

1. People with disability have the same opportunities as other people to access the services of, and any events organised by, a public authority.
2. People with disability have the same opportunities as other people to access the buildings and other facilities of a public authority.
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 a 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 by a public authority.
7. People with disability have the same opportunities as other people to obtain and maintain employment with a public authority.

By evaluating and adapting our services to achieve these outcomes, the Shire of Harvey will strive to enhance opportunities for people with disability to participate fully in the everyday life of their local community.



## How we developed our Disability Access and Inclusion Plan (Consultation Methods)

The development of the Disability Access and Inclusion Plan 2017-2022 involved:

### **Public consultation:**

Shire of Harvey Community Disability Access and Inclusion Survey 2017  
Shire of Harvey Website 'Have your say' online feedback forms 2012-2017  
Shire of Harvey 'Footpaths and Walkability' feedback forms 2012-2017  
Shire of Harvey Community Meetings 2017

### **Consultation with key stakeholders including:**

Harvey and Australind Senior Citizens Centres  
Harvey – Australind Home and Community Care  
Shire of Harvey staff  
Reference to the Greater Bunbury Age-Friendly Communities Strategy  
Non-government agencies, including representatives of the local Indigenous community.

## Community consultation and identification of barriers experienced by people with a disability in accessing services.

The Shire of Harvey received community feedback via the Disability Access and Inclusion consultation methods outlined above.

As a result of the consultation, a number of key themes emerged including provision of accessible toilets, access to businesses and improved pedestrian access, including footpaths.

Results of the community consultation will be included in the Shire of Harvey Disability Inclusion and Access Audit Report and referred to relevant Shire departments. All comments and suggestions from the community will be considered for implementation as part of this Plan, subject to budget constraints.

The survey results whilst not being representative of the wider community due to the low number of respondents provide useful information on community views and matters of concern.

### **Comments from the Community**

*"The Shire always responds quickly to requests for repairing and improving paths for wheelchair access."*

*"Many 'cut-aways' are too steep for wheel chairs"*

*"Harvey needs an accessible toilet in the Main Street"*

*"The Shire works hard to improve Accessibility to buildings owned by the Shire"*

*"Some carers are only available during office hours"*



## Disability Access and Inclusion Implementation Statement

The Shire of Harvey Statement will review the Disability Access and Inclusion Plan at least every five years and if amendments are made to the DAIP, consultation processes will be followed. At the end of the five year period, the Committee will review the Plan and report its level of success in implementing the strategies.

The Shire's Annual Report contains the DAIP Report, which clearly outlines the progress made on the DAIP, providing a transparent process and ensuring that the public have an opportunity to keep up to date with its implementation.

The Shire of Harvey will promote the 2017-2022 DAIP on the website and through an advertisement in written media including the Harvey Reporter and Bunbury Herald, once it has been endorsed by Council and the Disability Services Commission.

The DAIP will be promoted and made available to people with disability and the public generally, upon request, in electronic format, in hard copy format in both standard and large print, in audio format, on request by email and on the Shire of Harvey Website.

All feedback forms and questionnaires regarding Disability Access and Inclusion will be made in these formats. Monitoring, measuring and reviewing results to evaluate and gauge the effectiveness of the plan will also be available in the preceding formats as well as being delivered through group workshops and meetings.

The Shire of Harvey will ensure that the DAIP and its requirements will be promoted to any contractor or agent who is undertaking work for the Shire of Harvey. Information relating to the DAIP is sent to contractors within the Shire's Tender documents. Contractors are then required to provide a report to the Shire of Harvey on how they met the requirements. This information is contained within the report sent to agents and contractors by the Shire of Harvey and annually to the Disability Services Commission.

All new employees of the Shire of Harvey continue to undergo a DAIP induction to ensure that they are aware of the DAIP and their obligations in relation to its implementation. Information relating to the DAIP is also contained within the Shire of Harvey's Induction Manual. There are annual disability workshops held for staff.

The Shire of Harvey is committed to achieving the Outcomes outlined in this plan to the best of its ability within the constraints of financial and staffing resources.

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

## How will we get there?

The following strategies have been identified as contributing to the achievement of each outcome.

**Strategy 1.1 Monitor and maintain accessibility of all existing and new functions.** **Key Personnel**

<b>1.1.1</b>	Review Shire services and identify if any changes are required to reflect the objectives of the DAIP.	<b>All Sections</b>
<b>1.1.2</b>	Continue to provide library outreach services for members of the community who are unable to visit the libraries due to lack of transport and/or mobility.	<b>Library</b>
<b>1.1.3</b>	Investigate and promote opportunities for greater participation for people with disabilities within Shire recreation services.	<b>HRCC, LLC, SWCC, Com Dev</b>

**Strategy 1.2 Ensure Shire and Community Events and Functions are Accessible.** **Key Personnel**

<b>1.2.1</b>	Continue to include and monitor access and inclusion information within the Shire's Events Package for all community run events.	<b>All Sections Health</b>
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**Strategy 1.3 Act as a catalyst within the community to improve access and inclusion.** **Key Personnel**

<b>1.3.1</b>	Work in partnership with local businesses, clubs and organisations to identify opportunities for improved access to their facilities and services where appropriate.	<b>Com Dev, ASC, HSC, HCRC, BJCRC, HCNG</b>
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## **Outcome 2.      *People with disability have the same opportunities as other people to access the buildings and other facilities of a public authority.***

### **How will we get there?**

The following strategies have been identified as contributing to the achievement of each outcome.

<b>Strategy 2.1    Maintain links between the DAIP, other Council Plans and building projects.</b>		<b>Key Personnel</b>
<b>2.1.1</b>	Progressively implement priority projects from the DAIP Building and Facilities Audit 2016 subject to the availability of funds.	<b>Bldg Com Dev</b>
<b>2.1.2</b>	Continue to plan, maintain and develop facilities to specifically address access provision requirements.	<b>Plan, Tech Services, Bldg</b>
<b>2.1.3</b>	Install new Information Boards in each of the Shire's main town sites that provide information on accessible facilities within the town.	<b>Com Dev Tech Services</b>
<b>2.1.4</b>	Ensure that DAIP information is included in Shire Tender documents and that reporting is clearly stated as a compulsory requirement.	<b>Com Dev Tech Services Bldg</b>
<b>Strategy 2.2    Develop and maintain Shire managed roads and footpaths.</b>		<b>Key Personnel</b>
<b>2.2.1</b>	Continue to plan, maintain and develop Shire managed roads and footpaths to increase accessibility.	<b>Plan Tech Services.</b>
<b>2.2.2</b>	Continue to maintain and include provisions to access transport and ACROD parking facilities.	<b>Tech Services</b>
<b>2.2.3</b>	Respond to feedback from the Community and consider any requests to provide improved access to Shire roads and footpaths.	<b>Com Dev Tech Services</b>



**Outcome 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.***

**How will we get there?**

The following strategies have been identified as contributing to the achievement of each outcome.

<b>Strategy 3.1    Ensure that Shire information is available in a range of formats and is easily accessible.</b>		<b>Key Personnel</b>
<b>3.1.1</b>	Continue to review Shire documents and forms to ensure that they are formatted clearly with appropriate font.	<b>Admin Com Dev</b>
<b>3.1.2</b>	Train all relevant staff and update existing staff regularly on accessible formatting and availability of alternative formats.	<b>Com Dev Admin</b>
<b>3.1.3</b>	Ensure that the Shire website continues to meet access needs and is kept up to date with the latest information.	<b>Com Dev Web Admin</b>
<b>Strategy 3.2    Install and maintain clear pictorial signage where Appropriate.</b>		<b>Key Personnel</b>
<b>3.2.1</b>	Continue to review current signage and identify priorities for improvement.	<b>Com Dev Tech Services</b>
<b>3.2.2</b>	Respond to feedback from the community and visitors regarding access matters and follow up where appropriate.	<b>Com Dev Bldg, Tech Services</b>

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

**How will we get there?**

The following strategies have been identified as contributing to the achievement of each outcome.

Strategy 4.1 <b>Ensure Shire of Harvey staff offer the same high quality of service to all community members and visitors to the Shire.</b>		<b>Key Personnel</b>
<b>4.1.1</b>	Continue to provide DAIP inductions to all new Shire employees.	<b>Com Dev HR</b>
<b>4.1.2</b>	Continue to provide interactive disability awareness training sessions for all Shire employees and elected members on a regular basis.	<b>Com Dev HR</b>
<b>4.1.3</b>	Continue to respond to any reasonable requests for information in alternative formats and provision of interpreters.	<b>All</b>
Strategy 4.2 <b>Increase awareness of contractors and consultants of the Shire's DAIP.</b>		<b>Key Personnel</b>
<b>4.2.1</b>	Ensure that DAIP information is included in the Shire's Tender documents and that reporting is clearly stated as a compulsory requirement.	<b>Com Dev Tech Services, Bldg</b>

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

**How will we get there?**

The following strategies have been identified as contributing to the achievement of each outcome.

<b>Strategy 5.1 Ensure that people with disabilities find the complaints processes accessible.</b>		<b>Key Personnel</b>
<b>5.1.1</b>	Continue to provide information on how all community members can lodge complaints and provide feedback.	<b>Com Dev Admin</b>
<b>5.1.2</b>	Continue to seek a broad range of views on disability and access issues from the local community.	<b>Com Dev SWCC</b>
<b>5.1.3</b>	Ensure that grievance mechanisms for people with a disability are accessible.	<b>Com Dev</b>

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

### **How will we get there?**

The following strategies have been identified as contributing to the achievement of each outcome.

<b>Strategy 6.1 Ensure that public consultations can be accessed by all community members.</b>		<b>Key Personnel</b>
<b>6.1.1</b>	The Disability Access and Inclusion Committee continues to review and advise on issues regarding disability and access.	<b>DAIP Committee</b>
<b>6.1.2</b>	Continue to plan and conduct public meetings using the Accessible Events Check List.	<b>All</b>
<b>6.1.3</b>	Ensure that public meetings are held at accessible locations and at a time when carers are available whenever possible.	<b>All</b>
<b>6.1.4</b>	Consider any requests to provide translator services for public consultation meetings or workshops.	<b>All</b>
<b>Strategy 6.2 Ensure that all community members can provide input into public consultation.</b>		<b>Key Personnel</b>
<b>6.2.1</b>	Utilise a range of formats and ways for providing input.	<b>Admin Com Dev</b>
<b>6.2.2</b>	Make provision for personal meetings with individuals / groups as appropriate.	<b>Com Dev</b>

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

### **How will we get there?**

The following strategies have been identified as contributing to the achievement of each outcome.

<b>Strategy 7.1 Provide people with disability equal opportunity to access employment, volunteering and work experience.</b>		<b>Key Personnel</b>
<b>7.1.1</b>	Review the Shire of Harvey Equal Employment Opportunity Management Plan, and consider opportunities for employment of persons with disability.	<b>Senior Management HR</b>
<b>7.1.2</b>	Liaise with relevant groups/employment agencies to raise awareness of employment opportunities within the Shire.	<b>Com Dev HR</b>
<b>7.1.3</b>	Continue to provide all applicants with the same fair and equitable selection process.	<b>HR All</b>

<b>Strategy 7.2 Provide an inclusive work environment.</b>		<b>Key Personnel</b>
<b>7.2.1</b>	Continue to include DAIP information in the induction pack for new employees.	<b>HR</b>
<b>7.2.2</b>	Continue to plan, maintain and develop Shire work spaces to specifically address access requirements.	<b>Bldg</b>
<b>7.2.3</b>	Make reasonable adjustments to the workplace and job design where appropriate.	<b>HR</b>





## Measuring Our Success

The overall aim of this Plan is to align the community's visions and aspirations for the future to the Shire's objectives. These objectives will be measured by both quantifiable and non-quantifiable outcomes. The Shire will use the following key indicators to demonstrate how we are progressing towards achieving our objectives and outcomes.

Outcome	Strategy	Evaluation
<i>People with disability have the same opportunities as other people to access the services of, and any events organised by, a public authority.</i>	1.1 Monitor and maintain accessibility of all new and existing functions.	Positive reports and number of improvements
	1.2 Ensure Shire and Community Events and Functions are accessible.	Positive statistics and attendance Positive feedback
	1.3 Act as a catalyst within the community to improve access and inclusion.	Monitor event checklist
<i>People with disability have the same opportunities as other people to access the buildings and other facilities of a public authority.</i>	2.1 Develop links between the DAIP, other Council Plans and building projects.	Number of items completed in building audit Number of inclusive signs
	2.2 Develop and maintain Shire managed roads and footpaths.	Number of accessibility improvements completed
		Number of footpaths installed & improved
<i>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.</i>	3.1 Ensure that Shire information is available in a range of formats and is easily accessible.	The number of requests received for information in alternative formats The number of positive responses to requests for information in alternative formats
	3.2 Install and maintain clear pictorial signage where appropriate.	Number of new and improved accessible signs



Outcome		Strategy	Evaluation
<i>People with disability receive the same level and quality of service from the staff of a public authority as other people receive from the staff of that public authority.</i>	4.1	Ensure Shire of Harvey staff offer the same high quality of service to everyone.	All new staff have completed a DAIP induction
			Number of training sessions conducted
	4.2	Increase awareness of contractors and consultants of the Shire's DAIP.	Reference to the DAIP is included in Tender Documents
<i>People with disability have the same opportunities as other people to make complaints to a public authority.</i>	5.1	Ensure that people with disabilities find the complaints processes accessible.	The number of complaints received regarding inaccessible events
<i>People with disability have the same opportunities as other people to participate in public consultation by a public authority.</i>	6.1	Ensure that public consultations can be accessed by all community members.	Public meetings are held at accessible venues
	6.2	Ensure that all community members can provide input into public consultation.	The number of complaints received that people with a disability were unable to participate in public consultation meetings
<i>People with disability have the same opportunities as other people to obtain and maintain employment with a public authority.</i>	7.1	Provide people with disability equal opportunity to access employment, volunteering and work experience.	The inclusion of strategies within the Shire's EEO Management Plan to ensure that people with a disability are not precluded from applying for positions with the Shire
	7.2	Provide an inclusive work environment.	The workplace environments are suitable for Shire staff members with a disability



## ACRONYMS

The following acronyms have been used within this document.

Name		Contact
Amin	Administration Services	9729 0300
ASC	Australind Senior Citizens	9725 8998
Bldg	Building Department	9729 0331
CALD	Culturally and Linguistically Diverse	
Com Dev	Community Development	9729 0323
BJCRC	Brunswick Junction Community Resource Centre	9726 1452
DAIP	Disability Access and Inclusion Plan	
DSC	Disability Services Commission	<a href="http://www.disability.wa.gov.au">www.disability.wa.gov.au</a>
EEOMP	Equal Employment Opportunity Management Plan	<a href="https://publicsector.wa.gov.au">https://publicsector.wa.gov.au</a>
HCNG	Harvey Community Network Group	9729 3311
HCRC	Harvey Community resource Centre	9729 1669
HR	Human Resources	9729 0304
HRCC	Harvey Recreation and Cultural Centre	9729 3311
HSC	Harvey Senior Citizens Centre	9729 1833
LLC	Leschenault Leisure Centre	9797 4000 <a href="http://www.llc.com.au">www.llc.com.au</a>
Plan	Planning Department	9729 0340
SOH	Shire of Harvey	<a href="http://www.harvey.wa.gov.au">www.harvey.wa.gov.au</a>
SWCC	South West Community Care	9782-4000 <a href="http://www.swcommunitycare.org.au">www.swcommunitycare.org.au</a>
Tech Services	Technical Services	9729 0362



## References and Acknowledgements



The Shire of Harvey Disability Access and Inclusion Plan has been developed by engaging the community and other stakeholders.

We thank the people of the Shire of Harvey for their time and effort in being a part of our community engagement and for their invaluable input into our Disability Access and Inclusion Plan.

Facilitators for the process were the Disability Access and Inclusion Committee.

We have also made reference to the following documents and websites during the preparation of the plan.

- Shire of Harvey Community Engagement Report of Findings April 2017
- Shire of Harvey website [www.harvey.wa.gov.au](http://www.harvey.wa.gov.au)
- Disability Services Commission [www.disability.wa.gov.au](http://www.disability.wa.gov.au)
- Shire of Harvey Strategic Plan 2013 to 2023

