

# Minutes



## DISABILITY SERVICES ADVISORY COMMITTEE

HELD IN THE COUNCIL'S COMMITTEE ROOM,  
953 SOUTH COAST HIGHWAY, DENMARK  
ON THURSDAY, 7 JULY 2016.

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# Council Committee Meeting

7 July 2016

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## 1. DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

*10.07am – The Deputy Presiding Person, Mr Hinds, declared the meeting open.*

## 2. ELECTION OF PRESIDING PERSON

Council at its meeting held 24 May 2016 considered some changes to Delegate positions and subsequently Cr Morrell has stepped down as the Delegate from this Committee and has been replaced with Cr Mark Allen. Cr Morrell was the former Presiding Person for this Committee and as a result of the change a new nomination and election process must be undertaken to elect a new Presiding Person.

The following Council Policy relates.

*“P040235 - Presiding Members of Council Committees*

### Objectives

- To maximise the adherence of Council Committees to adopted policies and procedures;*
- To maximise the likelihood of Council Committees having continuity of a Presiding Person for the duration of its term; and*
- To maximise the efficiency and effectiveness of Committees by ensuring that the Chairperson has the appropriate training and support.*

### Policy

*Wherever there is one or more Elected Members appointed to a Council Committee, then it is Council Policy that the members of the Committee should elect one of those Elected Members to the role of Presiding Person of that Committee.*

*In addition, a deputy of a member of a Committee may perform the functions of the member when the member is unable to do so by reason of illness, absence or other cause and a deputy of a member of a committee, while acting as a member, has all the functions of and all the protection given to a member (Section 5.11A of the Local Government Act 1995).”*

Should there be more than one nominee, pursuant to Schedule 2.3 of the Local Government Act 1995, the Deputy Presiding Person will conduct a secret ballot for the position of Presiding Person.

*Mr Hinds called for Nominations for the position of Presiding Person.*

*Mrs Fewings submitted a nomination for Cr Mark Allen. Cr Allen accepted the nomination in writing.*

*There being no further nominations received, Mr Hinds declared Cr Allen the Presiding Person.*

*Cr Allen assumed the Chair as the Presiding Person.*

## 3. RECORD OF ATTENDANCE/APOLOGIES/APPROVED LEAVE OF ABSENCE

*Mrs Fewings asked Cr Allen if he could provide members with some information about himself and his background.*

*Cr Allen thanked members for electing him as the Presiding Person and stated that he had put his hand up for the Committee, when Cr Morrell had stepped down, because he had a keen interest in the area and had worked for the Disability Services Commission for 30 years. Cr Allen stated that his time at the Disability Services Commission had proven to him that anything was possible and he looked forward to working with the Committee to see what they could achieve. Cr Allen stated that over his career he had built up a number of key relationships and would do what he could to assist the Committee.*

**MEMBERS:**

Cr Mark Allen (Presiding Person)  
Mr Adrian Hinds, Professional Member (Community) (Deputy Presiding Person)  
Mr Sam Barron, Health Service Manager, Denmark Health Service Representative (*from 10.14am*)  
Mr Mark Blowers, Community Member (*from 10.25am*)  
Mr Peter Boyes, Community Member  
Mrs Dale Fewings, Community Member  
Mr Brian Harris, Denmark Over 50s Association Representative

**STAFF:**

Ms Claire Thompson, Executive Assistant  
Ms Noni Entwisle, Finance Officer - Accounting

**APOLOGIES:**

Ms Gabrielle Rose, Disability Services Commission Representative  
Mr Phil Runham, Community Member

**ON LEAVE OF ABSENCE:**

Nil

**ABSENT:**

Nil

**VISITORS:**

Nil

**DECLARATIONS OF INTEREST:**

Nil

*10.14am – Mr Barron entered the room.*

**4. ANNOUNCEMENTS BY THE PERSON PRESIDING**

Nil

**5. PUBLIC QUESTION TIME**

There were no members of the public present.

**6. CONFIRMATION OF MINUTES****6.1 COMMITTEE MEETING**

The Mover of a motion to confirm the Minutes of a Council or Committee meeting has to have been present at that meeting.

**COMMITTEE RESOLUTION & OFFICER RECOMMENDATION****ITEM 6.1**

MOVED: Adrian Hinds

SECONDED: Dale Fewings

That the minutes of the Disability Services Advisory Committee meeting held on the 21 April 2016, be confirmed as a true and correct record of the proceedings.

CARRIED: 6/0

## 7. REPORTS

### 7.1 Paths & Trails Advisory Committee Representative

*As the dual member of the Paths and Trails Advisory Committee (PATAC) Mr Boyes stated that their last meeting had been held on Thursday, 23 June 2016 and prior to that the Committee hadn't met for 11 months. Mr Boyes stated that the PATAC had resolved to purchase a number of additional benches to be placed at locations agreed by them and in consultation with the Council's Seniors Advisory Committee, locations which included Kwoorabup Park and Horsley Road.*

*Mr Boyes advised that the Committee had initiated some work on the Karri Walk Trail between Barnett Street and Tha House and that some discussion had been had regarding incorporating Parks into the PATAC's Terms of Reference. Mr Boyes stated that this would be discussed further at their next meeting because it was likely not going to be for every park just a select few.*

### 7.2 International Day of People with Disability 2016

Await 2016/2017 Budget adoption for any amount allocated by Council for the Committee to plan a function, event and/or activity in recognition of the International Day of People with Disability which is held on 3 December each year. This year's date will be Saturday, 3 December 2016.

Council Policy P110709 (Recognition of People with Disability) includes reference to Council annually hosting a function, activity or event for the community of Denmark which;

a) *aims to;*

- *Promote an understanding of people with disability;*
- *Encourage support for their dignity, rights and well-being;*
- *Increase awareness of the benefits of integration of people with disability in every aspect of political, social, economic and cultural life; and*
- *Bring together individuals, businesses, community organisations and governments to celebrate and acknowledge the contributions, skills and achievements of people with disability.*

b) *Is held;*

- *Held on or as close to the United Nations International Day for People with Disability each year;*
- *Held in conjunction with local activities, functions or events organised by the Disability Services Commission or other relevant State agency or department, where possible;*
- *Held in conjunction with local community organisations, where possible;*

c) *Is facilitated by the Council's Disability Services Advisory Committee.*

Below are some ideas from members for 2016 Event / Activity that were raised at the previous meeting;

### STORIES OF PEOPLE LIVING WITH DISABILITY

- The Committee could choose a few people living with disability in the community to share their stories and commission a group (eg. Writers Group) to write down their stories. The finished collection of stories could be launched on the International Day of People with Disability.
- Possibility of the High School being approached to see whether it could be done by students as a school project.
- Possibility of conducting some video interviews.
- Possibility of Ms Rose approaching potential candidates and then liaising with Mrs Fewings.

- Liaison with the Riding for the Disabled Denmark with possibility of some of the members being involved.
- Possibility of making initial approach to local videographers to ascertain interest, cost and timeframe.

*Discussion ensued and Mrs Fewings was requested to provide an update on her investigations into the "life stories" project.*

*Mrs Fewings stated that the idea was to write stories of people living with disability and focussing on what they can do and have done. Mrs Fewings advised that Gabrielle Rose from Disability Services Commission had put her into contact with approximately six local people who may be interested in having their stories written. Mrs Fewings advised that members of the writing group had already commenced and there was a member who could also assist with artwork and illustrations for the publication. Mrs Fewings advised that she had requested a quote from the Denmark Community Resource Centre for the printing and publishing of the work and they had advised that they may have volunteers from time to time who could perhaps assist in some way. Mrs Fewings provided some samples of publication styles.*

10.25am – Mr Blowers entered the room.

*Discussion ensued and some further suggestions were made;*

- *Events and activities planned could be done so to coincide with other events and activities such as the Paralympics and the Primary School's annual Book Week.*
- *There could be other people within the community prepared to tell their stories who weren't necessarily clients of the Disability Services Commission.*
- *Mr Barron advised that if Mrs Fewings found that they didn't have sufficient people, for example people decided they did not want to tell their story, then he could raise the matter at one of their aged care meetings to try and seek other participants.*
- *Possibility of book launch at Morning Tea on International Day of Disability – Saturday, 3 December 2016.*
- *Possibility of provide acknowledgement to external organisations or groups who provide financial or in kind assistance for the production of the book.*
- *Print approximately 100 books – provide free of charge as a project of the Committee and Council to promote inclusion. Make available in library, schools and in 'e' format.*
- *Mr Blowers suggested that there could be external funding opportunities – perhaps through organisations such as Carers WA and/or Disability Services Commission.*

#### Outcomes

- *Mrs Fewings to provide Ms Thompson advice of the quote from the Denmark Community Resource Centre.*
- *Ms Thompson to explore external funding opportunities.*
- *Ms Thompson to find out when the Primary School's Book Week will be held this year.*

*Cr Allen commended Mrs Fewings on her idea and work thus far stating that he believed it to be a great project.*

#### **WHEELCHAIR CHALLENGE**

- *given that there some new Councillors and Staff who would not have participated in the previous ones.*
- *format and benefits of challenge perhaps could be broadened to include visual, sensory and intellectual challenges.*

- Opportunity to involve people with disability to accompany those on challenge to highlight any barriers that they face day to day.
- Opportunity for Ms Rose and Denmark Over 50s Association to co-ordinate some people with disability, noting that some seniors had different forms of disability, who could address the Committee prior to the event to highlight barriers so that the Committee could include reference in any future challenge.
- Possibility of videoing the challenge.

*Discussion ensued and some further suggestions were made;*

- Could be held as a separate event on Friday, 2 December 2016.
- Incorporate a wheelchair challenge into a Roller Disco
  - Liaise with Schools to encourage children with disability to attend the event
  - Incorporate other activities / games and prizes to encourage maximum participation – eg. basketball.
  - Possibility of Wheelcats or similar being involved to raise event profile.
  - Mr Barron might be able to access some equipment if needed.
  - Promote and celebrate what people with disability can do.

#### Outcomes

- Liaise with Recreation Centre about incorporating activities into a Roller Disco.
- Liaise with High School regarding participation of school students with disability.
- Explore possibility of involvement by Wheelcats or similar to attend to raise the profile of the activity.

### **7.3 2013 - 2018 Disability Access & Inclusion Plan (DAIP)**

A copy of the adopted DAIP had previously been provided to all members and a current version of the Implementation Plan was attached for consideration and action.

The DAIP has 7 overarching Outcomes, each Outcome has Strategies and each Strategy has Actions. Whilst keeping in mind each associated Outcome and Strategy, it is recommended that the Committee should concentrate on each Action and work towards achieving these within the next five years.

#### **OFFICER COMMENT**

Updates to the Implementation Plan since the last meeting have been highlighted yellow on the attached current version (current as at 27 May 2016).

- STRATEGY 1.2  
Action – Consider employing a carer during the school holiday program to enable children with disability to participate in the program.

*Members referred to the previous recommendation of the Committee and asked whether the matter had gone to Council for consideration in the 2016/17 Budget.*

*Ms Thompson advised that some initial research had been undertaken and the Recreation Centre Staff had provided some information regarding when the Centre was previously accredited. Ms Thompson advised that further research had to be done in order to provide Council sufficient information to make a decision.*

#### Outcome

*Ms Thompson to meet with Cr Allen and the Manager of Recreation & Youth Services to discuss how to proceed with recommending the matter to Council.*

- STRATEGY 1.4

Action – Consider public transport options within the Shire in liaison with government and non-government services to come up with solutions in meeting the need for transport of people with disability.

*Discussion ensued and members requested that this be actioned as priority.*

Outcome

*Ms Thompson to write to the local taxi provider in the first instance to gather information on local need and provision of such a service in Denmark.*

STRATEGY 2.1

Action – Conduct an audit of all public toilets and make recommendations on the need for retrofitting existing public toilets.

Mr Hinds raised some concerns with some of the public toilets within the Shire stating that his main concern were the basins and absence of paper towels.

11.21am – Mr Barron left the room.

11.24am – Mr Barron returned to the room.

Mr Blowers mentioned that the door to the accessible toilet at the Civic Centre was particularly heavy.

It was noted that the Committee had been advised that an toilet audit had been undertaken some years ago and Cr Allen requested that a copy of the audit be made available to members.

Outcomes

- *Ms Thompson to source a copy of the previous audit that was undertaken and provide a copy to members for the next meeting.*
- *Ms Thompson to refer the concern relating to the heavy door at the Civic Centre to the Director of Community & Regulatory Services to investigate.*

**7.4 Future Committee “Walk Around”**

At the last meeting Mr Hinds asked whether members would be interested in going on another walk around an area in town, similar to what was done in previous years – to identify any barriers which people with disability may face.

Ms Rose suggested that perhaps it would be beneficial to include some people with various forms of disability to participate in the walk around and they could raise particular concerns with members.

*Discussion ensued and Mr Hinds suggested that it would be beneficial for a particular area to be looked at such as a new construction or areas that haven't previously been looked at. Mr Barron suggested that high use areas such as locations where major events were held, health services etc.. could be a good starting point.*

*Cr Allen stated that the Committee were looking at Council services and facilities and it was noted that whilst the Committee could play an advocacy role it couldn't force businesses or individuals to make changes.*

Outcomes

1. *Ms Thompson to provide a map for the next meeting.*
2. *Members to consider a particular area that they would like to look at on site.*



## 8. GENERAL BUSINESS

### 8.1 Accessible Information Services

*Mr Hinds provided a copy of a pamphlet titled Accessible Information Services published by Visibility. Mr Hinds referred to the Access Consultancy service and asked whether the Shire could investigate the services that they provide.*

*Discussion ensued in relation to what the Shire could use the service for including audits of facility, website and print documents. Mr Barron suggested that depending on the cost, which would most likely involve travel, other local businesses might like to access the service which may reduce the cost if shared across a number of organisations.*

#### COMMITTEE RESOLUTION

ITEM 8.1

MOVED: Adrian Hinds

SECONDED: Mark Blowers

That the minutes of the Disability Services Advisory Committee recommend that Visibility be contacted to discuss their access consultancy service and find out what they could offer the Shire of Denmark and at what cost.

CARRIED: 7/0

### 8.2 Illegal Parking in Disabled Parking Bays

*Mr Blowers stated that he had recently raised concerns with Western Power about some of their contractors' trucks parking in disabled parking bays and that Western Power had identified the problem and dealt with it.*

### 8.3 Bus Service to Albany for Hydrotherapy

*Mr Blowers stated that there were a group of residents who travelled to Albany once a week for hydrotherapy and wondered whether there was the possibility of providing a bus.*

*Discussion ensued and Mr Barron took down the details, stating that he would liaise with HACC Service to see whether it could be something that they could assist with. Ms Thompson suggested that residents could contact the Denmark Recreation Centre to enquire about hiring the Shire of Denmark's Community Bus for such purposes.*

## 9. NEXT MEETING

*The next meeting of the Disability Services Advisory Committee will be held on Thursday, 1 September 2016 commencing at 10.00am.*

## 10. CLOSURE OF MEETING

The Chief Executive Officer recommends the endorsement of these minutes at the next meeting.

Signed: \_\_\_\_\_

*Cliff Frewing – Chief Executive Officer*

Date: \_\_\_\_\_

These minutes were confirmed at a meeting on the \_\_\_\_\_.

Signed: \_\_\_\_\_

*(Presiding Person at the meeting at which the minutes were confirmed.)*



# SHIRE OF DENMARK

## DISABILITY ACCESS & INCLUSION PLAN 2013 – 2018

### IMPLEMENTATION PLAN

AS AT 7 JULY 2016

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## OUTCOME 1

***PEOPLE WITH DISABILITIES HAVE THE SAME OPPORTUNITIES AS OTHERS TO ACCESS THE SERVICES OF AND ANY EVENTS ORGANISED BY COUNCIL.***

STRATEGY 1.1 : COUNCIL'S POLICIES AND FRAMEWORKS ARE CONSISTENT WITH THE DAIP.				
ACTION	RESPONSIBILITY	TIMEFRAME	STATUS	COMMENT
The Council's policies, frameworks and plans reference the DAIP, where applicable, as an informing document.	All Staff	Ongoing	<ol style="list-style-type: none"> <li>1. Accessibility page includes;                             <ul style="list-style-type: none"> <li>• Downloadable DAIP;</li> <li>• Overview of the DAIP;</li> <li>• Access &amp; inclusion policy;</li> <li>• Information on beach wheelchairs,</li> <li>• Council's policy regarding wheelie bin assistance;</li> <li>• Have your say brochure; and</li> <li>• Notation that council information is available in alternate formats for people with disability.</li> </ul> </li> <li>2. Memo sent to Directors requesting consideration of DAIP reference, where applicable – 20 August 2015.</li> </ol>	

<b>STRATEGY 1.2 : IDENTIFY OPPORTUNITIES FOR PARTICIPATION IN RECREATIONAL ACTIVITIES THROUGH THE RECREATION CENTRE PROGRAM.</b>				
<b>ACTION</b>	<b>RESPONSIBILITY</b>	<b>TIMEFRAME</b>	<b>STATUS</b>	<b>COMMENT</b>
Carry out a survey to identify and assess the need for potential recreational activities specifically for people with a disability.	Director of Community & Regulatory Services	2016/2017  Ongoing	1. To be done.  2. Ongoing liaison occurring with Disability Services Commission Local Area Co-ordinator through representation on the DSAC.  3. To be done.  4. Completed. Website updated. Article to be included in the Denmark Bulletin. Rec Centre have agreed to reference the pack on their future Activity Guides.	1. Refer strategy to the Director of Community & Regulatory Services, to request the Manager of Recreation & Youth Services to consider developing a poster (or the like) inviting feedback from members of the public (or patrons) on recreational activities (including youth activities) that could be provided or tailored to meet the requirements or people with disability.  2. Write to the Disability Services Commission, Denmark Health Service and local health care providers encouraging them to provide feedback from their clients who may have any difficulties accessing or participating in recreational activities through the rec centre program(s).  3. EA to liaise with MRYS & DCRS to draft a small article for the Council Conversations encouraging feedback from members of the community on the accessibility and adequateness of Rec Centre programs for people with disability.  4. WA Disabled Sports Association have provided the Recreation Centre (March 2016) with a new "Living Life" pack which includes equipment as well as instructions for a number of varied activities for people with disability. Include information on "Living Life"

			<p>5. <i>Completed. An additional handrail at the steps to the function room has been installed to assist with access mobility.</i></p> <p>6. <i>Completed. The MRYS advises that there 3 children enrolled in the following sporting clubs; Denmark Walpole Junior Football Club, Denmark Basketball Association and Denmark Little Athletics.</i></p>	<p><i>pack availability at the Recreation Centre.</i></p> <p>5. <i>Investigate installation of additional handrail to assist with mobility.</i></p> <p>6. <i>Investigate how many local children with disability are involved in the Kidsport program.</i></p>
Consider employing a carer during the school holiday program to enable children with disability to participate in the program.	Director of Community & Regulatory Services	2016 / 2017	<p>1. <i>Response: One request was received for a child with disability to participate in the Christmas 2013 holiday program. The MRYS advised that whilst the family did not go ahead with the enrolment they would have been happy to accommodate the child and structure some activities to enable them to participate. Question was raised in relation to carers... who provides? Gabrielle Rose from the Disability Services Commission (DSC) that generally the family would use a person who already cares for their child at school and at home. If the person did not have a regular carer then the DSC could assist in providing information on how a support person could be assessed. Gabrielle notes that the family are still interested in their child attending the programme</i></p>	<p>1. <i>Prior to July 2013 school holidays the question was raised with the Manager of Recreation &amp; Youth Services (MRYS) – advised that should a request arise then they would endeavour to accommodate it.</i></p>

			<p><i>and would speak with the MRYS in the future to find out more.</i></p> <p>2. <i>Completed.</i></p> <p>3. Matter being researched by Council Officers – Council Officers currently investigating to provide sufficient information to Council.</p>	<p>2. <i>That the MRYS consider including a notation on future flyers and the enrolment form that the programme is all inclusive and that they will endeavour to accommodate children with disability, upon request.</i></p> <p>3. 21 April 2016 – Recommendation from Committee to Council to include funds in the 16/17 Budget for the carer or carers of children with disability to attend the School Holiday Vacation Program.</p>
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STRATEGY 1.3 : EVALUATION OF THE EVENTS HELD ANNUALLY BY THE COUNCIL TO INCORPORATE ACCESS & INCLUSION.				
ACTION	RESPONSIBILITY	TIMEFRAME	STATUS	COMMENT
<p>Evaluate the following annual Council events to determine the adequacy of access &amp; inclusion and make recommendations on improvement opportunities.</p> <ul style="list-style-type: none"> <li>○ Australia Day Breakfast (26 January)</li> <li>○ National Youth Week</li> <li>○ Denmark Youth Festival (Youth Week)</li> <li>○ Seniors Function (Seniors Week)</li> <li>○ Thank a Volunteer Day function (5 December 2013)</li> <li>○ Feast Not Fire Night (May)</li> <li>○ International Day of People with Disability (3 December)</li> </ul>	Disability Services Advisory Committee	Ongoing (as required)	<p>1. To be done.</p> <p>2. <i>Completed. Event &amp; Function Evaluation Form has been amended to include questions relating to accessibility (mobility and cost).</i></p>	<p>1. EA to draft a small article for the Council Conversations encouraging feedback from members of the community on the accessibility of Council functions and events for people with disability. Event Evaluation Form included on Council's website.</p> <p>2. <i>Include reference to accessibility in the event &amp; function evaluation form and send memo to directors who oversee regular council functions and events encouraging the use of the event evaluation form after each event.</i></p>


STRATEGY 1.4 : TRANSPORT				
ACTION	RESPONSIBILITY	TIMEFRAME	STATUS	COMMENT
Consider public transport options within the Shire in liaison with government and non-government services to come up with solutions in meeting the need for transport of people with a disability.	Disability Services Advisory Committee	Ongoing	<ol style="list-style-type: none"> <li>1. Response received suggesting that a collaborative approach to establishing need is required – not all people that would use such a service are clients of the Disability Services Commission.</li> <li>2. Completed. The Denmark Health Service, Home and Community Care (HACC) Co-ordinator has confirmed that the bus is available to non-HACC clients however preference is given to HACC clients.</li> <li>3. At the meeting held on 7 July 2016 members requested that Council Officers liaise with the local taxi service in the first instance.</li> <li>4. Possible follow up at a later stage to investigate relevance and need in Denmark.</li> </ol>	<ol style="list-style-type: none"> <li>1. Liaise with the Disability Services Commission (Great Southern) to ascertain what the level of need is for transport in Denmark for people with disability and find out what options are available for people.</li> <li>2. Ascertain availability of HACC Bus.</li> <li>3. Write to the Department of Transport and the Denmark Health Service re provision of transport for people with a disability in the Shire of Denmark, noting that there are no wheelchair taxis available in Denmark.</li> <li>4. UBER Taxis – discussed concept at meeting held 3 Nov 14. New services, possible issues related with existing services in major cities.</li> </ol>



Investigate the need for a wheelchair lift in the council's community bus, if and when the vehicle is considered for upgrade.	Director of Community & Regulatory Services (DCRS)	As required.	1. Consider when / if the bus is replaced when required.	1. The Bus is a 2005 model and has done just over 170,000km. Plant and Vehicle Evaluation Assessment (dated April 2016) notes that the Community Bus condition is "good". Council Officers are not considering recommending replacement in the next 2016/17 financial year.
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STRATEGY 1.5 : WASTE MANAGEMENT				
ACTION	RESPONSIBILITY	TIMEFRAME	STATUS	COMMENT
Identify ways to communicate to the community that alternative arrangements can be made for removal of general household rubbish for the aged or infirm (pursuant to Council Policy P100103).	Disability Services Advisory Committee	Ongoing	1. <i>Completed. Article published in the July 2014 Council Conversations.</i>  2. <i>Completed. Reference included under accessibility page on Council's website.</i>	1. EA to draft a small article for Council Conversations.  2. Include reference to the Policy under the Accessibility page of Council's website.
Investigate including reference to this service on the waste collection application form.	Director of Finance & Administration (DFIN)	2013 / 2014	1. <i>Completed. The Application Form has been amended.</i>	1. Include reference to Council's Policy on the new waste service application form, on 25 June 2014.

STRATEGY 1.6 : PARKING				
ACTION	RESPONSIBILITY	TIMEFRAME	STATUS	COMMENT
Investigate the need for the development of a Council Policy regarding the design and construction of all new accessible public parking bays within the Shire.	Director of Infrastructure Services (DIS)	2016 / 2017	<p>1. Walk around undertaken 12 March 2015. Areas of concern were provided by members and collated for consideration of the Committee 14 May 2015. Referred to the Infrastructure Services who have provided comment for consideration of Committee April 2016 – outcome: no further action on parking bays at this time.</p> <p>Engineering Assistant has advised that position and ‘style’ of on/off ramps have also been considered in the draft Bike Plan. Being considered by the Paths and Trails Advisory Committee in 2016.</p>	1. Investigate the position of on / off ramps, including signs, particularly at the northern end of Strickland St – no ramps in north Strickland St carpark and limited ‘connection’ of on/off ramps between Supa IGA and carpark.
Investigate the existing ACROD bays within the Shire of Denmark with respect to compliance (particularly width, condition of surface areas & access to footpaths) with current Australian Standards and consider upgrading in future capital works and line marking.	Director of Infrastructure Services (DIS)	2013 / 2014	<p>1. Three ACROD parking bays near IGA on Mt Shadforth Road identified during the Committee’s walk around on 12 March 2015 – the details have been included in the collated ‘areas of concern’ for consideration of the Committee 14 May 2015 – for referral back to Infrastructure Services.</p> <p><i>Completed. Inspection undertaken prior to CBD Redevelopment and Disability Services Committee provided input to redevelopment plan –</i></p>	

			<p><i>particularly with respect to ACROD Bays.</i></p> <p>2. <i>Completed. Signs can be manufactured in three standard sizes however consideration needs to be made regarding overall visibility of the area for all users. Shire usually use 300mm x 450mm.</i></p>	<p>2. 21 May 2015 – Committee Members asked the question whether ACROD signs could be any bigger because they were difficult to see.</p>
Investigate the acquisition of portable ACROD bays (portable blue bollards and lay flat vinyl signage) so that they can be used for Council & community events.	Director of Community & Regulatory Services (DCRS)	2015 / 2016	<p>1. <i>Completed. An ACROD 'set down and pick up' sign together with a portable ACROD mat which is now used at major Council events and function. Sign can be borrowed as well by organisations for particular events.</i></p> 	

STRATEGY 1.7 : INFORMATION AVAILABLE ABOUT THE ACCESSIBILITY OF BUILDINGS AND FACILITIES.				
ACTION	RESPONSIBILITY	TIMEFRAME	STATUS	COMMENT
Check the facilities of the Shire of Denmark's entries on the You're Welcome website and advise Access WA of any identified corrections / amendments to the information are up to date on, at least, an annual basis.	Director of Community & Regulatory Services	Annually	<ol style="list-style-type: none"> <li>1. Completed. Access WA advised that there isn't any way of extracting a database of Denmark entries.</li> <li>2. To be done.</li> </ol>	<ol style="list-style-type: none"> <li>1. EA to email to Access WA to see whether we can extract a 'database' of entries, with a view to creating a database for annual review of Council buildings and facilities.</li> <li>2. Manually extract all of the entries relating to Council buildings and facilities to proceed with check</li> </ol>
Investigate a sustainable process to update the public facilities in the Shire of Denmark on the You're Welcome website.	Director of Community & Regulatory Services	December 2013	<ol style="list-style-type: none"> <li>1. The Director of Planning &amp; Sustainability and Principal Building Surveyor advised that most of the time Council is not advised unless there is a change of use of the premises.</li> <li>2. Link has been added to the Council's website under business &amp; investing section, Supporting Local Business.</li> <li>3. Annual task set for EA to place an annual reminder of the Access WA website in the Council Conversations for businesses to keep their details current and/or instructions on how to be included on the website.</li> <li>4. Access WA advised that there is no way of extracting a database of entries.</li> </ol>	<ol style="list-style-type: none"> <li>1. EA to ascertain Council's process when there is a change of business ownership, with a view that perhaps this could be an opportunity to encourage businesses to provide / update their information for the website.</li> <li>2. Include information on Council's website about the availability of the You're Welcome website and information on how businesses can access the service.</li> <li>3. Establish system to prompt businesses to check their listing under the You're Welcome website.</li> <li>4. EA to email to Access WA to see whether we can extract a 'database'</li> </ol>

			5. To be done.	<p>of entries, with the view to a possible annual mail out.</p> <p>5. Manually extract all of the entries and construct a database for possible general mail out.</p>
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## OUTCOME 2

### ***PEOPLE WITH DISABILITIES HAVE THE SAME OPPORTUNITIES AS OTHERS TO ACCESS THE BUILDINGS AND OTHER FACILITIES OF COUNCIL.***

<b>STRATEGY 2.1 : INFRASTRUCTURE, PLANNING &amp; REFURBISHMENT OF BUILDINGS TO INCORPORATE ACCESS &amp; INCLUSION REQUIREMENTS.</b>				
<i>ACTION</i>	<i>RESPONSIBILITY</i>	<i>TIMEFRAME</i>	<i>STATUS</i>	<i>COMMENT</i>
<b>PUBLIC TOILETS</b>				
Conduct an audit of all public toilets and make recommendations on the need for retrofitting existing public toilets.	Disability Services Advisory Committee	December 2014	1. <i>Response: An audit of all public toilets was done a few years ago however the DCRS stated that if the Committee wished they would investigate details such as the provision of hooks and types of door handles and taps.</i>	2. <i>Find out from DCRS what is involved in undertaking an audit – 25 Aug 14.</i>
Investigate the need and cost of a portable universal access toilet that can be hired by event organisers.	Director of Community & Regulatory Services	December 2015	1. <i>Committee agreed that they couldn't perceive a great need for Council to purchase and hire a universally accessible toilet, particularly given that most events were held at venues which would generally have toilets and that there were already businesses that hire portable toilets. Concerns were raised in relation to initial cost, storage, insurance and frequency of use.</i>  2. <i>To be done.</i>	2. <i>Find out who (businesses) provides portable toilets now and whether they are accessible.</i>
<b>COMMUNITY HALLS</b>				

Investigate options of providing access to Council maintained Community Halls, such as the Parryville Hall, which may not currently comply with Australian standards with respect to disability access.	Director of Community & Regulatory Services	2015 / 2016	<p>1. To be commenced.</p> <p>2. <i>Audio Loops - 12 May 2015 - Executive Assistant &amp; Principal Building Surveyor met with an audio loop supplier and installer regarding building requirements and requotes. Grant applied for which unsuccessful.</i></p>	<p>1. EA to liaise with Council's Principal Building Surveyor about the possibility of incorporating this review into annual building inspections.</p> <p>2. Quote received. Applying for Community Infrastructure Grant through the Disability Services Commission / WALGA.</p> <p>3. Quote being obtained for upgrade to audio system in the Council Chambers and the Reception – for referral to Council for consideration during the 2016/17 Budget deliberations.</p>
COUNCIL ADMINISTRATION BUILDING				
Explore the need for a disabled staff toilet.	Director of Community & Regulatory Services	2015 / 2016	<p>2014 - <i>Members agreed that there wasn't a current need for a universal access staff only toilet given that if required, employees could use the public one near the Committee Room.</i></p>	
Consider retrofitting a lower portion of counter to provide better access for people in wheelchairs.	Director of Community & Regulatory Services	2016 / 2017	<p>1. 1 March 2016 – Director of Finance &amp; Admin. Requested to consider provision of funds in 2016/17 Budget for the retrofitting of a low counter. Await Budget adoption.</p> <p>2. <i>Completed. Installation done.</i></p>	<p>2. <i>The DFIN to liaise with Council's Principal Building Surveyor about installing somewhere at the counter a place where people who use a</i></p>



				walking stick can lean or hang their stick while they are at the counter.
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STRATEGY 2.2 : INFRASTRUCTURE, PLANNING & REFURBISHMENT OF FACILITIES TO INCORPORATE ACCESS & INCLUSION REQUIREMENTS.				
ACTION	RESPONSIBILITY	TIMEFRAME	STATUS	COMMENT
DENMARK CEMETERY				
Identify any accessibility issues relating to the Denmark Cemetery and make recommendations to the Denmark Cemetery Advisory Committee for the consideration in the concept development plan.	Disability Services Advisory Committee	2014 / 2015	1. EA advised that accessibility would be considered for each project element during implementation phase and that she was confident of the Cemetery Advisory Committee's capacity to consider such matters, noting that the EA was also Secretariat of that Committee.	<p>Budgeted works for 2014/15;</p> <ul style="list-style-type: none"> <li>- Kingia Australis niche wall;</li> <li>- Jacksonii &amp; Ficifolia niche walls;</li> <li>- Parkland clearing between old and new sections of burial ground.</li> </ul> <p>completed by 30 June 2015.</p> <p>Budgeted works for 2015/16;</p> <ul style="list-style-type: none"> <li>- Installation of continues concrete beams in lawn section.</li> </ul> <p>to be completed by 30 June 2016.</p>
PARKS, GARDENS & RESERVES				
Council's Infrastructure Services Directorate including parks & gardens give consideration to the incorporation of access and inclusion requirements when creating or refurbishing recreational areas such as parks & gardens.	Director of Infrastructure Services (DIS)	Ongoing	<p>1. <i>Memo to the DIS to consider Strategy 2.2 when creating or refurbishing recreational areas such as parks &amp; gardens.</i></p> <p><i>Response from DIS – Agree that all playgrounds (and other things) should be practicably accessible to all users.</i></p>	
Conduct an audit of Council's main active, passive & coastal recreational areas and make recommendation to council on areas which may require future budget allocation(s) to make them	Disability Services Advisory Committee	2016 / 2017	1. To be progressed.	1. Researched coastal and inland water accessibility undertaken for the initial feedback to Recfishwest on Shire of Denmark's top 5 accessible fishing locations. Long term view – to produce a brochure in conjunction with the Denmark Boating and Angling Club

<p>accessible. Priority of works should also be made.</p>			<p>2. <i>That the Disability Services Advisory Committee recommend Council administration staff that access to ocean beach be a priority.</i></p> <p><i>That the Disability Services Advisory Committee request that the Shire conduct an audit of the access to Ocean Beach either internally or externally with the view to improving access for people with disability.</i></p> <p><i>Main areas of focus will be access from main car park, provision of disability car park bay in “Surf Club Only” area, access to viewing platform and investigate the sloping pathway – potentially installing some rails.</i></p> <p><i>Funds included in 2015/16 for installation of rails – to be done. Ocean Beach and Peaceful Bay Foreshore Concept Plan Working Group established to develop concept plans. Copy of Committee’s resolution sent to the Director of Planning &amp; Sustainability who is overseeing the Working Group.</i></p> <p><i>Recommendations referred to the Director of Planning &amp; Sustainability for consideration by the Ocean Beach and Peaceful Bay Foreshore Concept Plan Working Group. Access improvements also being looked at by Community &amp; Regulatory Services.</i></p> <p>3. Completed. Prawn Rock Channel</p>	<p>and the Denmark fishing club – expected approx. 2016/2017.</p> <p>2. Investigate improved access to ocean beach viewing platform – installation of rails along footpath and redesign of steps near the car park.</p>
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			<i>Concept Plan adopted September 2015 which includes provisions relating to universal accessibility to the site.</i>	3. Review accessibility to Prawn Rock Channel swimming area and lookout.  <i>That the Disability Services Advisory Committee recommend that disability access to the prawn rock channel swimming area and nearby lookout be reviewed.</i>
Review the need for an accessible playground.	Director of Infrastructure Services	2016 / 2017	Actioned. Ongoing review by Infrastructure Services.  <i>Photos of Shire of Plantagenet's model for accessible playground considered by the Committee in 7 July 2014 and referred to the DIS in consideration for future new playgrounds or existing playground refurbishment with reference to new playground at Peaceful Bay.</i>	
In liaison with local business and the Denmark Visitor Centre, investigate the need for the provision of "off road" wheelchairs (buggies) which can be used in a similar fashion as the beach wheelchairs.	Disability Services Advisory Committee	2017 / 2018		
Review the suitability of access ramps to Berridge Park from Hollings road.	Disability Services Advisory Committee	June 2014	1. To be done.	1. Include area in Committee audit of high use, active, passive recreational areas.
<b>BEACHES &amp; INLETS</b>				
Investigate the use of an ACROD card access to unlock the beach wheelchairs at Parry Beach & Ocean Beach.	Disability Services Advisory Committee	2016 / 2017	1. <i>Use of the Parry Beach &amp; Ocean Beach beach wheelchairs are 'monitored' and 'managed' by the Parry Beach Voluntary Management Group (PBVMG) and the Denmark</i>	

			<p><i>Surf Life Saving Club (respectively).</i></p> <p><i>Design and function of ACROD cards determined by State Govt. and current system appears to be working adequately.</i></p> <p><i>2. Ocean Beach Wheelchair replaced. Agreements with Denmark Surf Life Saving Club and the Parry's Beach Voluntary Management Group are in place.</i></p>	
Promote the availability of beach wheelchairs at Parry Beach & Ocean Beach.	Disability Services Advisory Committee	Ongoing	<p><i>1. Dedicated page created under Accessibility page on Council's website.</i></p> <p><i>2. EA emailed the Denmark Visitor Centre 10 Sept 15 and provided information about the availability of the wheelchair(s) and a link to our website.</i></p> <p><i>3. Brochure created and launched as part of 2015 International Day of People with Disability event. Dedicated page created on Council's website. Community Groups requested to assist with promotion. Standard signage design received from Technology Assisting Disability WA (TADWA) to be arranged by 30 June 2016.</i></p>	<p>3. EA to request the community groups who look after the chairs to assist with promoting their availability.</p>

Review the opportunity of the provision of a beach wheelchair at Peaceful Bay.	Disability Services Advisory Committee	2014 / 2015	1. To be done.	1. EA to contact the Peaceful Bay Progress Association (PBPA), Peaceful Bay Sea Rescue and Peaceful Bay Caravan Park to ascertain their thoughts on the need for a beach wheelchair at Peaceful Bay.
Investigate accessible community grants for the funding of: <ul style="list-style-type: none"> <li>An investigation and conceptualisation; <ul style="list-style-type: none"> <li>of universal access opportunities along the Shire of Denmark's high value foreshore recreational areas; and</li> <li>For installing the universal access play equipment in the shire of Denmark's high value recreational areas and the types of equipment that could be installed in those locations and the typical cost of that equipment.</li> </ul> </li> </ul>	Disability Services Advisory Committee	Ongoing	1. <i>The DSAC look at available grants when presented with concept briefs and issues arising from upcoming audit and/or when the need or opportunity arises.</i>	
<b>FOOTPATHS &amp; TRAILS</b>				
Undertake an audit of existing footpaths, including on & off ramps, slopes, railing & tactile warning strips, within the Denmark Townsite, for	Paths & Trails Advisory Committee	December 2014	1. Walk around undertaken 12 March 2015. Areas of concern have been provided by members and collated for consideration of the Committee 14 May 2015. 14 August 2015 - referred	

consideration in the path development plan.			to the Infrastructure Services for comment. Comments received 4 December 2015. Recommendation by Committee at 21 April 16 meeting – to infrastructure services for consideration.	
Undertake an audit of desired installation of fully accessible dual-use paths in residential areas.	Paths & Trails Advisory Committee	December 2015	1. PATAC reviewing Bike Plan during 2016. Await initial outcomes.	
Provide support for funding applications for the installation of dual use paths.	Disability Services Advisory Committee	Ongoing		
Explore options & funding for conversion of the south east steps to the Denmark traffic bridge, off the Mokare Walk Trail, to an accessible ramp.	Paths & Trails Advisory Committee	December 2015	<p>Committee recommendation May 2015 read as follows;</p> <p><i>“That the Disability Services Advisory Committee recommend that Council request Officers to prepare a report for Council to consider whether they would support a grant application to the Disability Services Commission’s Community Infrastructure Grants Fund to improve the accesses (southern and northern ends) on the eastern side of the Mokare Heritage Trail.”</i></p> <p>Referred to Council 28 July 2015 – Council resolved to consider the matter when it re-considers the draft Bike Plan and when it considers Riverside Club’s Stage 2 Concept Plan.</p>	

## OUTCOME 3

***PEOPLE WITH DISABILITIES RECEIVE INFORMATION FROM COUNCIL IN A FORMAT THAT WILL ENABLE THEM TO ACCESS THE INFORMATION AS READILY AS OTHER PEOPLE ARE ABLE TO ACCESS IT.***

STRATEGY 3.1: INFORMATION ABOUT COUNCIL FUNCTIONS, FACILITIES AND SERVICES TO USE CLEAR AND CONCISE LANGUAGE AND TO BE MADE AVAILABLE IN ACCESSIBLE FORMATS UPON REQUEST.				
ACTION	RESPONSIBILITY	TIMEFRAME	STATUS	COMMENT
Promote that Council information is available in alternative formats.	All Staff.	Ongoing	<ol style="list-style-type: none"> <li>1. Accessibility page on Council's website updated to include reference to information being available in alternative formats upon request.</li> <li>2. Added reference on Policy Manual, Customer Service Charter, Delegations Register and Code of Conduct that alternative formats for Council information availability upon request.</li> <li>3. The CEO has implemented a new Organisation Procedure (OP040256) requesting that all staff note on all substantive documents that the information is available in alternate formats for people with disability upon request.</li> <li>4. Added photo ID to all pictures on Council's website to improve accessibility.</li> </ol>	



STRATEGY 3.2 : DENMARK LIBRARY				
ACTION	RESPONSIBILITY	TIMEFRAME	STATUS	COMMENT
The Denmark Library continue to grow its alternative format resources such as large print and talking book collections.	Director of Finance & Administration & Senior Librarian	June 2015	<p>1. <i>Completed. Library advised,</i></p> <p><i>“The Library provides access to Large Print books, Audio books on CD and MP3 format, E books, E magazines and E Audio Books, which can be used on computers, and mobile devices such as tablets and smartphones.</i></p> <p><i>Library Staff will assist any person with a disability in regards to selecting items and ordering items of which we may have limited stock.</i></p> <p><i>At this we do not have a Home Delivery Services, but do assist people with special needs, by having books ready for a nominated person to collect.”</i></p>	1. Liaise with the Denmark Library to acquire a list of services and products they provide for people with Disability. Email sent to Denmark Library 13 Jan 15.
Investigate ways of providing current technology to assist people with disabilities, particularly vision impairments, and train staff to support and promote its use.	Director of Finance & Administration & Senior Librarian	2016 / 2017		

## OUTCOME 4

***PEOPLE WITH DISABILITIES RECEIVE THE SAME LEVEL AND QUALITY OF SERVICE FROM THE STAFF OF COUNCIL AS OTHER PEOPLE RECEIVE FROM THE STAFF OF COUNCIL.***

STRATEGY 4.1 : DISABILITY AWARENESS TRAINING FOR COUNCIL STAFF				
ACTION	RESPONSIBILITY	TIMEFRAME	STATUS	COMMENT
In liaison with the Disability Services Commission identify disability awareness training programs which cover current legislation and best practice.	Disability Services Advisory Committee	Ongoing		

STRATEGY 4.2 : STAFF INDUCTION & ORIENTATION INCLUDES ACCESS & INCLUSION				
ACTION	RESPONSIBILITY	TIMEFRAME	STATUS	COMMENT
Give consideration to access & inclusion issues for new staff members.	Director of Finance & Administration	2016 / 2017		
Incorporate the principles of the DAIP into the orientation and induction process for new staff & elected members.	Director of Finance & Administration	2016 / 2017		

STRATEGY 4.3 : INFRASTRUCTURE STAFF & CONTRACTORS TRAINING				
ACTION	RESPONSIBILITY	TIMEFRAME	STATUS	COMMENT
Identify opportunities for Infrastructure staff & contractors to be trained in practical access requirements.	Director of Infrastructure Services	June 2014	<ol style="list-style-type: none"> <li>1. Some members of Infrastructure Services participated in Wheelchair Challenge - December 2013.</li> <li>2. Presentation by Guide Dog Association scheduled for December 2014 to increase awareness (IDoPWD event). Presented to Council, Senior Officers &amp; Committee members - 2 December 2014.</li> </ol>	

## OUTCOME 5

### ***PEOPLE WITH DISABILITIES HAVE THE SAME OPPORTUNITIES AS OTHER PEOPLE TO MAKE COMPLAINTS TO COUNCIL.***

<b>STRATEGY 5.1 : PROMOTE AND MAKE READILY AVAILABLE THE SHIRE OF DENMARK'S CUSTOMER SERVICE CHARTER</b>				
<b>ACTION</b>	<b>RESPONSIBILITY</b>	<b>TIMEFRAME</b>	<b>STATUS</b>	<b>COMMENT</b>
<p>The Charter be promoted and made available;</p> <ul style="list-style-type: none"> <li>o on Council's website;</li> <li>o at the Recreation Centre;</li> <li>o at the Denmark Library;</li> <li>o at the Denmark Youth Centre.</li> </ul>	<p>Director of Finance &amp; Administration</p>	<p>December 2014</p>	<p>1. <i>Completed. Customer Service Charter (CSC) is available on Council's website and at Administration Office front counter.</i></p> <p><i>CSC is included in the Council's welcome pack.</i></p> <p><i>Rec Centre confirmed that they already had copies available &amp; the Library have been sent copies to make available at their premises.</i></p>	<p>1. Ensure that the CSC is available and promoted to all customers at all Council Offices.</p>
<p>The Charter be promoted as being available in alternative formats and a notation placed on the front of the brochure to that effect.</p>	<p>Director of Finance &amp; Administration</p>	<p>December 2013</p>	<p>1. <i>Completed. A notation has been included on the 'e' version of the CSC noting that it is available in alternate formats.</i></p> <p>2. <i>Completed. Council still has thousands of pre-printed copies – Staff will ensure any re-print includes appropriate words so that people know that it can be made available in alternate formats.</i></p>	<p>2. Liaise with DFIN about modifying the pre-printed copies – practicality and process to be identified.</p>
<p>Investigate other methods which could be used to enable people to provide</p>	<p>Disability Services Advisory Committee</p>	<p>Ongoing</p>	<p>1. <i>Have Your Say page and amendments to how Council's "Notice Board" is shown on website</i></p>	<p>1. Council Officers investigating a "Have Your Say" page on Council's website.</p>

feedback, suggestions, compliments or complaints about Shire services & facilities.			<i>completed. Includes details on how different ways to provide feedback on Council's services and facilities.</i>	
Provide a number of ways for people to provide feedback such as phone, face to face meetings, email and written feedback.	All Staff	Ongoing		

**STRATEGY 5.2 : ACTIVELY PROMOTE THE DISABILITY SERVICES COMMISSION'S "HAVE YOUR SAY" BROCHURE**

<i>ACTION</i>	<i>RESPONSIBILITY</i>	<i>TIMEFRAME</i>	<i>STATUS</i>	<i>COMMENT</i>
<p>The brochure be promoted and made available;</p> <ul style="list-style-type: none"> <li>○ through Council's website;</li> <li>○ at the Recreation Centre;</li> <li>○ at the Denmark Library;</li> <li>○ at the Denmark Youth Centre.</li> </ul>	All Staff	June 2014	<ol style="list-style-type: none"> <li>1. <i>Accessibility page on website includes a link to a downloadable version of the Have Your Say brochure.</i></li> <li>2. <i>Printed copies available at the Shire Administration Office Reception Area.</i></li> </ol>	

## OUTCOME 6

### ***PEOPLE WITH DISABILITIES HAVE THE SAME OPPORTUNITIES AS OTHER PEOPLE TO PARTICIPATE IN ANY PUBLIC CONSULTATION BY COUNCIL.***

<b>STRATEGY 6.1 : ENCOURAGE PARTICIPATION FROM THE WHOLE COMMUNITY IN RELATION TO MATTERS WHICH REQUIRE PUBLIC CONSULTATION</b>				
<i>ACTION</i>	<i>RESPONSIBILITY</i>	<i>TIMEFRAME</i>	<i>STATUS</i>	<i>COMMENT</i>
Ensure that information provided when advertising public consultation forums is clear and concise.	All Staff	Ongoing	1. <i>Approximately 15 Council Officers undertook Community Engagement training on 31 July 2015 which includes identifying stakeholders and various types of engagement to suit various sectors of the community.</i>	Officers to actively seek opinions of people with disability when there are matters that may concern people with disability by specifically engaging groups that may have members with disability such as the Denmark Over 50s Association.  Note Community Engagement Policy & Framework includes matrixes to assist Officers in identifying individuals, groups and/or sectors who may be impacted by a decision of Council and provides methods of engagement to seek their views on the matter.
Investigate the introduction of online community forums, including partnerships and/or liaison with other organisations (eg. Denmark Community Resource Centre).	All Staff	Ongoing	1. <i>To be done – more detail required before actioning.</i>	Improve Facebook presence. Cr Morrell noted that there had been some recent discussion between Councillors regarding improving the Council's facebook page.

Venues where community consultation is taking place are to be accessible for people with a disability.	All Staff	Ongoing	<i>Ongoing.</i>	Community consultation generally held in the Council Chambers, Council Reception Room and / or the Civic Centre all of which are accessible for people with disability including people in a wheelchair.
Consider & investigate the installation of hearing assistance technology for the hearing impaired at Council venues.	Director of Community & Regulatory Services	June 2014	<i>1. Quote received. Grant application submitted through Disability Services Commission 10 July 2015. Unsuccessful. Questions raised by Committee Members September 2015 regarding the limited use of Audio Loop, being only useful for people with older style hearing aids, and suggested that other types of improvements could be made to assist a larger number of people. Perhaps better PA equipment and the like.</i>	1. Council Officers investigate the requirements and cost of installing Audio Loops in the Council Chambers/ Reception Room and/or the Denmark Civic Centre.
Provide a number of ways for people to provide feedback such as phone, face to face meetings, email and written feedback.	All Staff	Ongoing	<i>Details of these various ways of providing feedback to Council have been included on the Council's website under the "Have Your Say" section and also in Council's Customer Service Charter.</i>	

## OUTCOME 7

### ***PEOPLE WITH DISABILITY HAVE THE SAME OPPORTUNITIES AS OTHER PEOPLE TO OBTAIN AND MAINTAIN EMPLOYMENT WITH THE SHIRE OF DENMARK.***

<b>STRATEGY 7.1 : WORK TO CREATE MORE ACCESSIBLE AND SAFER WORKPLACES FOR PEOPLE WITH DISABILITIES.</b>				
<i>ACTION</i>	<i>RESPONSIBILITY</i>	<i>TIMEFRAME</i>	<i>STATUS</i>	<i>COMMENT</i>
Conduct accessibility audits of one workplace environment each year in conjunction with Council's Occupational Safety & Health Committee. Identify employment barriers for existing/potential employees and remove where possible.	Director of Finance & Administration	Annually	Workplace audits continuing through Occupation Health and Safety Committee – investigate incorporating elements for identifying any barriers for people with disability or utilising specialised App.	Human Resource Officer and Executive Assistant attended a Workshop on 17 May 2016 to ascertain further information on ways to further the aims of this objective. iAuditor program being investigated which will enable Council Officers to quickly and easily conduct workplace audits.
Encourage employees with disability to provide information to their supervisors of any barriers they face in their workplace which limit their capacity to fulfil their functions to the best of their ability.	Director of Finance & Administration	Ongoing		



<b>STRATEGY 7.2 : ENCOURAGE EMPLOYMENT AND WORK EXPERIENCE OPPORTUNITIES WITH THE SHIRE OF DENMARK FOR PEOPLE WITH DISABILITY IN PARTNERSHIP WITH DISABILITY AGENCIES AND SCHOOLS UPON REQUEST</b>				
<i>ACTION</i>	<i>RESPONSIBILITY</i>	<i>TIMEFRAME</i>	<i>STATUS</i>	<i>COMMENT</i>
Contact local placement agencies who specialise in placing people with disability into the workforce, either as paid employees or unpaid volunteers, promoting the Shire of Denmark's support for such programs.	Director of Finance & Administration	2016 / 2017		The Shire of Denmark already work with Great Southern Personnel and Forrest Personnel and have placed a number of employees in paid employment with the Shire as a result of these relationships.

<b>STRATEGY 7.3 : PROMOTE THAT THE SHIRE OF DENMARK IS AN EQUAL EMPLOYMENT OPPORTUNITY (EEO) EMPLOYER THAT PROVIDES FOR FLEXIBLE EMPLOYMENT AND EMPLOYMENT OF PEOPLE WITH DISABILITY.</b>				
<i>ACTION</i>	<i>RESPONSIBILITY</i>	<i>TIMEFRAME</i>	<i>STATUS</i>	<i>COMMENT</i>
Review all HR related information (including manuals, forms and website), update where required and undertake promotion.	Director of Finance & Administration	2016 / 2017	<p>1. To be done.</p> <p>2. To be done.</p>	<p>1. Reviewing HR Manuals to identify any improvement opportunities particularly in relation to readability (font size, structure etc..)</p> <p>2. Reviewing Position Descriptions to ensure that criteria, tasks etc.. are current and relevant to the position.</p>