

Minutes



DISABILITY SERVICES ADVISORY COMMITTEE

HELD IN THE COUNCIL'S COMMITTEE ROOM,
953 SOUTH COAST HIGHWAY, DENMARK
ON THURSDAY, 21 APRIL 2016.

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Council Committee Meeting

21 April 2016

DISCLAIMER

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1. DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

10.00am – Due to it being the first meeting since the 2015 Local Government Elections, the Executive Assistant assumed the Chair and called for nominations for the position of Presiding Officer for the ensuing two (2) years.

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).”

2. ELECTION OF PRESIDING PERSON

Cr Gillies, Mrs Fewings and Mr Hinds submitted nominations for Cr Morrell in writing. Whilst not in attendance, Cr Morrell had previously advised verbally that he would accept any nominations for Presiding Person.

There being no further nominations received, Ms Thompson declared Cr Morrell elected as the Presiding Person.

3. ELECTION OF DEPUTY PRESIDING PERSON

Mrs Fewings submitted a nomination for Mr Hinds. Mr Hinds accepted the nomination.

There being no further nominations received, Ms Thompson declared Mr Hinds elected as the Deputy Presiding Person.

In the absence of Cr Morrell, Cr Hinds assumed the Chair as the Presiding Person.

4. RECORD OF ATTENDANCE/APOLOGIES/APPROVED LEAVE OF ABSENCE

Cr Hinds welcomed members and suggested that everybody introduce themselves.

MEMBERS:

Cr Kelli Gillies (Cr Gillies was standing in as the Council Delegate for Cr Morrell who was unavailable to attend the meeting)

Ms Gabrielle Rose, Disability Services Commission Representative

Mr Brian Harris, Denmark Over 50s Association Representative

Mr Mark Blowers, Community Member

Mr Adrian Hinds, Professional Member (Community)

Mr Phil Runham, Community Member

Mr Peter Boyes, Community Member

Mrs Dale Fewings, Community Member

STAFF:

Ms Claire Thompson, Executive Assistant

APOLOGIES:

Shire President, Cr David Morrell, Council Delegate

Mr Sam Barron, Health Service Manager, Denmark Health Service Representative

ON LEAVE OF ABSENCE:

Nil

ABSENT:

Nil

VISITORS:

Nil

DECLARATIONS OF INTEREST:

Nil

5. ANNOUNCEMENTS BY THE PERSON PRESIDING

Nil

6. PUBLIC QUESTION TIME

Nil

7. CONFIRMATION OF MINUTES

7.1 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 7.1

MOVED: Dale Fewings

SECONDED: Peter Boyes

That the minutes of the Disability Services Advisory Committee meeting held on the 17 September 2015, be confirmed as a true and correct record of the proceedings.

CARRIED: 8/0

8. REPORTS

8.1 Paths & Trails Advisory Committee Representative

The Council's Paths and Trails Advisory Committee (PATAC) membership includes a member from the Disability Services Advisory Committee. Members are requested to nominate a member and should that member agree then a recommendation to PATAC would be appropriate.

COMMITTEE RESOLUTION & OFFICER RECOMMENDATION	ITEM 8.1
MOVED: Dale Fewings	SECONDED: Cr Gillies
That the Disability Services Advisory Committee nominate Peter Boyes to be their representative on the Council's Paths & Trails Advisory Committee and provide a conduit between the two Committees on matters of common interest.	
CARRIED: 8/0	

8.2 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.*

Previous year's activities:

2012

- Gopher Accessibility Expo – featuring displays, demonstrations and the like held at the Denmark Recreation Centre.

2013

- Wheelchair Challenge – participants in wheelchairs (Councillors & Staff) undertaking set tasks within the Denmark CBD.
- Art Workshops & Exhibition of Artwork – facilitated in conjunction with Green Skills Inc.

2014

- Guide Dog Association presentation – presented to Primary School, High School, Denmark Over 50s Association and Council, the Committee and Senior Officers.
- Bus Trip to the National ANZAC Centre – provided free bus trip to the Centre for people with Disability in conjunction with the Denmark Health Service.

2015

- Morning Tea with displays including a Beach Wheelchair. Development of a Beach Trekker brochure. Guest speakers.

2016

- Ideas from members
 - Wheelchair Challenge – given that there some new Councillors and Staff who would not have participated in the previous ones.
 - *Discussion ensued regarding format and benefits of challenge and whether the challenge could and should be broader 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.*

Mr Harris noted that he was also a member of the Denmark Mens Shed which had a lot of skilled members who would be able to assist with any repairs or maintenance of wheelchairs as a service to the community. Ms Rose indicated that she would get some information from Mr Harris about this possible service after the meeting.

- Stories of People Living with Disability
 - Mrs Fewings suggested that 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.
 - Mr Blowers suggested that perhaps the High School could be approached to see whether it could be done by students as a school project. Suggestion was raised about the possibility of conducting some video interviews.
 - Possibility of Ms Rose approaching potential candidates and then liaising with Mrs Fewings.
 - Mr Runham offered to liaise 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.

COMMITTEE RESOLUTION

ITEM 8.2

MOVED: Adrian Hinds

SECONDED: Dale Fewings

That the Disability Services Advisory Committee members continue their discussions with respect to the 2016 International Day of People with Disability and bring information back to the meeting in June 2016 for more discussion and planning, noting the following two suggestions;

1. Morning Tea and Stories; and
2. Access Challenge.

CARRIED: 8/0

8.3 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 13 April 2016).

With respect to **Strategy 2.2** Action which states, "Undertake an audit of existing footpaths, including on & off ramps, slopes, railing & tactile warning strips, within the Denmark Townsite, for consideration in the path development plan", following the walk around town in 2015, comments had been received from Infrastructure Services which were attached for members' consideration / comment.

Members reviewed the comments and discussed preferred outcomes.

COMMITTEE RESOLUTION

ITEM 8.3

MOVED: Cr Kelli Gillies

SECONDED: Phil Runham

That the Disability Services Advisory Committee request Infrastructure Services to consider including funds in the 2016/17 and schedule the works in 2016/17 to undertake the modifications and improvements as noted in the Audit of Strickland Street North to the Town Square document.

CARRIED: 8/0

COMMITTEE RESOLUTION

ITEM 8.2

MOVED: Cr Kelli Gillies

SECONDED: Peter Boyes

That with respect to the comments and options provided by Infrastructure Services in the Audit of Strickland Street North to the Town Square document the Disability Services Advisory Committee recommend as follows;

- Item 3 – Members would prefer the option of a permanent fix, being the sealing of the section of the path through the driveway;
- Item 5 – Members would prefer a permanent fix, being sealing of the section of the path through the driveway and that with respect to the driveway, include a painted line with texture and appropriate markings to clearly show that it is a driveway.

CARRIED: 8/0

COMMITTEE RESOLUTION

ITEM 8.2

MOVED: Dale Fewings

SECONDED: Phil Runham

That with respect to the comments and options provided by Infrastructure Services in the Audit of Strickland Street North to the Town Square document the Disability Services Advisory Committee recommend that the suggestion of tactile paving in Items 10, 12 and 13 be replaced with a painted line with texture as markings to distinguish the shared use of the areas should this request be compliant with Australian Standards.

CARRIED: 7/1

With respect to Item 11 in the document, members agreed that some more consideration and investigation would be required before making any further recommendation.

With respect to **Strategy 1.2** which states “Carry out a survey to identify and assess the need for potential recreational activities specifically for people with a disability”, in March 2016, the Recreation Centre was provided with a “Living Life” Pack from the WA Disabled Sporting Association. This pack is free to use and can be borrowed by individuals or groups and used off site if preferred (ie. at a location other than the Recreation Centre). People wishing to use the equipment are able to use the Recreation Centre space however hire fees would apply.



The “Living Life” pack. A copy of the brochure was attached for the interest of members. It was suggested that a copy of this brochure also be placed on Council’s website.

Discussion ensued.

COMMITTEE RESOLUTION

ITEM 8.2

MOVED: Peter Boyes

SECONDED: Phil Runham

That the Recreation Centre be requested to include advice of the availability of the “Living Life” pack on their Activity Guides and Council’s website and that the availability of the pack also be promoted to the Denmark Over 50s Association.

CARRIED: 8/0

STRATEGY 1.2

Action: Consider employing a carer during the school holiday program to enable children with disability to participate in the program.

With respect to the above action, Ms Rose stated that because the Denmark Recreation Centre was not an accredited Child Care Facility, children with disability were unable to attend the School Holiday Program because they were unable to access funding. Ms Rose suggested that Council could consider providing funds in the budget to pay for carers of children with disability who would like to attend the School Holiday Program.

COMMITTEE RESOLUTION

ITEM 8.2

MOVED: Dale Fewings

SECONDED: Mark Blowers

That the Disability Services Advisory Committee request that Council provide funds in the 2016/17 Budget for the carer or carers of children with disability to attend the School Holiday Vacation Program at the Denmark Recreation Centre.

CARRIED: 8/0

9. GENERAL BUSINESS**9.1 Audio Loops**

Mr Hinds asked whether there had been any progress on the grant applied for to install Audio Loops in the Civic Centre and the Council Chambers.

The Executive Assistant advised that the grant application had been unsuccessful and deferred to Mrs Fewings who had done some research into Audio Loops requesting that Mrs Fewings advise members what she had found out.

Mrs Fewings stated that she had briefly looked into it and found out that as the technology of hearing aids was changing, many of the newer ones were not compatible with an Audio Loop.

Discussion ensued and members agreed that perhaps it would be better to explore better audio equipment in these facilities which would benefit people who were hard of hearing whether they had a hearing aid or not.

9.2 Future Committee “Walk Around”

Mr Hinds asked whether members would be interested in going on another walk around an area in town, similar 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.

Outcome

The Executive Assistant to include on the next Agenda as an item for discussion.

9.3 Community Bus – Strategy 1.4 – Disability Access & Inclusion Plan

Mr Hinds referred to STRATEGY 1.4 – Action: Investigate the need for a wheelchair lift in the Council’s Community Bus, if and when the vehicle is considered for upgrade and it was discussed that the bus had been replaced and had a wheelchair lift.

Post Script: The Executive Assistant has contacted the Recreation Centre who have advised that the bus has not been replaced and that it does not have a wheelchair lift. 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 given its current good condition.

9.4 Portable “Set Down and Pick Up” Sign for Events

Mr Hinds referred to the Council’s purchase of a “Set Down and Pick up” sign which could be used at events and functions. Mr Hinds asked whether there were guidelines as to the use of the sign.

The Executive Assistant responded that the sign was used for Council events and there were no written guidelines.

10. NEXT MEETING

*The next meeting of the Disability Services Advisory Committee will be held on Thursday, **9 June 2016** commencing at **10.00am**.*

11. CLOSURE OF MEETING

12.10pm – There being no further business to discuss the Deputy Presiding Person, Mr Hinds, declared the meeting closed.

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.)



Activity Brochure

LIVING LIFE



VISABILITY

Overview -

The 'Living Life' Pack contains a range of activities suitable for individuals, pairs or groups. The activities involve low impact games or activities, along with adaptive equipment aimed at engaging participants and promoting improved motivation and participation.

This brochure describes the range of equipment and some of the many different options for participating. Within the pack are individual instruction sheets which are laminated and intended to assist with the set up and playing of different games.

Whilst the initial pack is a standard format, there are options available to customise the pack to include modified and adaptive equipment able to facilitate participation for all abilities.

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- Skittles large x6
- Multipurpose flinger
- Shape score
- Echo box
- bean bag boccia x3 colour a, 3x colour b and x1 colour c (jack)
- hoop segments x5
- Golf stick
- Hockey stick
- Small basketball
- Projectile box: holey balls x3, squishy balls x3, tennis balls x3, go go ball x3, Frisbee x2
- Nerf (bean bag boccia box)
- Chutes small & medium
- Fun target
- Topple ball

Multisports pack Fatmax storage Box packing guide:-

Order to put in the box to ensure the equipment fits

1. Slope score
2. Tall skittles
3. Skittles
4. Echo box (with bean bag boccia, nerf and hoop segments inside the box)
5. Multipurpose flinger
6. Fun target
7. Shape score
8. Projectile box
9. Small basketball
10. Maxi mats
11. Frisbee's and Velcro target
12. Topple Ball

Out of Box- on top

1. In calico bags- small & medium chutes, hockey & golf sticks.



BEAN BAG BOCCIA

Overview - The pack contains 7 bean bags, 3 of each of two different colours bean bags with a 1 bag of a different colour again to use as the 'jack'.

Activities - Boccia can be played by individuals, pairs, or teams, and by people of all ages and abilities. The aim of the game is to throw the bean bag as close as possible to a target, or jack'. All ability levels can be provided for with an extensive range of Boccia type games, using different projectiles, examples include many different size balls up to giant fit balls and table top options including different colour poker chips. Also suggested is "Make It" Boccia where you make a Boccia Set that relates to your current location eg: on the beach (shells), in the bush (honky nuts), in the kitchen (pasta spirals).



SKITTLES

Overview - These games are based on a range of “Skittles”, from standing pins/poles of traditional ten pin, in many different sizes from mini to maxi, plus large PVC. The aim of skittles is to knock down as many targets as you can, in one throw or a set amount of throws.

Activities - The difference between these skittle options and traditional ten pin is you can set up the pins in any format and also use any object to knock them down, such as a bean bag, foam dart gun, flinger, chute etc. They can also be played in a variety of settings; indoors, outdoors, bush or beach, and by individuals, pairs and teams. Different scoring systems can be put in place to alter the game.



LIVING LIFE

NERF

Overview - The pack contains a simple pull back trigger to load 5 shot manual Nerf gun 10 soft foam darts, 3 velcro darts with 3 skittles and a circular numbered target.

Activities - **SAFETY: NERF GUNS SHOULD NEVER BE POINTED TOWARDS PEOPLE**

Targets can be skittles to knock down or using the velcro foam darts the circular numbered targets. Playing can be competitive by keeping score or just practice having fun. Different targets and distance away from the target provide variations



SHAPE SCORE

Overview - The shape score is an activity that can be participate in a number of ways, with individuals being able to vary ways of participating, from assisted, using adaptive equipment (chute) to trying to perfect sporting skills, e.g. hockey/ golf, in order to challenge themselves.

Activities - The shape score can be set up in a number of ways to challenge participants, aside from the way one participates (chute vs golf stick). This can be done so by increasing the distance from the target participants have their turn from, to having limited scoring arches (or one greater score). The activity can be done competitively or as a practise session to better skills or aiming.



LIVING LIFE

ECHO BOX

Overview - The echo box is a cause and effect activity that can be participate in a variety of ways, with individuals being able to choose different ways of participation, from assisted, using adaptive equipment (flinger) to trying to perfect sporting skills, e.g. aiming and over arm/ under arm throwing, in order to challenge themselves.

Activities - The echo box can sometimes be set up different ways to challenge participants, when not utilising a flinger. This can be done so by increasing the distance and or varying the angle from the target participant has their turn. Different projectiles can be used, both to vary the sound made when there is success and or to test decision making to see if different projectiles will make the distance. The activity can be done competitively or as a practise session to better skills and or aiming.



LIVING LIFE

SLOPE SCORE

Overview - The slope score is an activity that can be participated in a number of ways, with individuals being able to vary ways of participating, from assisted, using adaptive equipment (chute) to trying to perfect sporting skills, e.g. hockey/ golf, in order to challenge themselves.

Activities - The slope score can be set up in a number of ways to challenge participants, aside from the way one participates (chute vs golf stick). This can be done so by increasing the distance from the target participants have their turn from, to having limited scoring holes. The activity can be done competitively or as a practise session to better skills and or aiming.

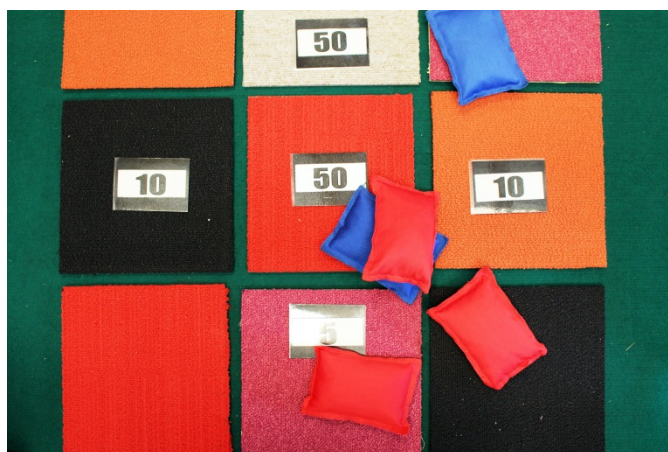


LIVING LIFE

PROJECTILES PACK, W- pics, HOOP and CARPET SQUARES

Overview - The projectiles pack include 3 x tennis balls, 3 x squishy balls, 3 x soft golf balls, 3 velcro balls, 3x bean bags, 3x go go balls and 2 x frisbees. Target options for ball games include the hoop made up from 5 coloured sections and carpet squares (maxi mats) along with other multi sports activities enclosed. W-pics numbers can be fixed to the carpet squares, shape score and slope score to provide a scoring/ challenge option.

Activities - A wide range of different target games can be set up either floor or table top using different projectiles aiming at different targets. Projectiles can be thrown by participants or launched using the flinger



FUN TARGET

Overview - The fun target, when a responder is added can become a cause and effect activity, which can be participated in a number of ways. Individuals are able to vary the ways of participating, from assisted, using adaptive equipment (flinger) to trying to perfect sporting skills, e.g. aiming (using a tennis ball) and frisbee throwing, in order to challenge themselves.

Activities - The fun target can sometimes be set up different ways to challenge participants, when not utilising a flinger. This can be done so by increasing the distance and or varying the angle from the target participant has their turn. Different projectiles can be used, both to vary the trajectory the persons turn may evoke. The activity can be done competitively or as a practise session to better skills and or aiming. And finally when a number of fun targets are used together a mini Frisbee golf course may be set up.



TOPPLE BALL

Overview - The topple ball is an activity, when a responder is added can become cause and effect and can be participated in a number of ways. Individuals are able to vary the ways of participating, from assisted, using adaptive equipment (flinger) to trying to perfect sporting skills, e.g. aiming (using a tennis ball) either under arm or over arm, in order to challenge themselves. Topple ball targets also come in a number of forms, which can be participated in both using projectiles and or nerf guns.

Activities - The topple ball can be set up a number of ways to challenge participants, when not utilising a flinger. This can be done by increasing the distance and or varying the angle from the target participant has their turn. Different projectiles can be used, both to vary the trajectory the persons turn may evoke. The activity can be done competitively or as a practise session to better skills and or aiming. And finally as mentioned above, can be participated in by using nerf guns to set off for example jelly buttons to a responder.



FLINGER

Overview -

1. TO USE:- Start flinger in open position
2. Push down launch arm and the release lever to load
3. let go of the release lever so that the launch arm is secured under the release lever
4. A projectile is placed on the circle at the top of the arm.
5. Pushing the release lever downwards will release the launch arm
6. Projectile launches

Activities -

The Flinger can be used to launch projectiles for any of the activity options, depending on the weight of the projectile the distance from the target will need to be adjusted. The Flinger provides an option for participants who are unable to throw independently due to physical or cognitive disability. However all participants may choose to use the flinger for some of the game as it provides a precision and success.



BEAN BAG BOCCIA-

Instructions

EQUIPMENT:

Bean bag boccia
set (indoor) Hula
hoop
Flinger (modification)

SET UP:

To set up Boccia each different colour bean bag is set aside, one for each team. To begin, place the 'jack' on the floor, picking a start position suitable for the ability of the group playing. The start position is 5-6 paces away from the 'jack' or a spot the flinger's strength will reach.

Modifications: If there are individuals in the group having issues with throwing/rolling the bean bags a flinger can be used either manual or automated.

OBJECTIVE:

The objective of the game is to get your bean bags closest to the jack than the other players/ teams.

GAME PLAY:

This game can be played either individually or in teams. Players aim to get their bean bags closest to the jack, all bean bags are played signalling an end. Each person playing takes it n turn to start and throw the jack until all decided ends are played out to find a winner

The game can also be modified in the following ways;

- 1) The addition of the hula hoop, to increase the target zone and rate of success.
- 2) Using a manual or automated chute to aid in individuals rolling the balls
- 3) Increase/decrease the distance from the start position to the hoop



SKITTLES- Instructions

EQUIPMENT:

6 Skittles
W-pics (large)
Bowling/Bell ball
Chute large (modification)

SET UP:

To set up Skittles place the 6 large skittles in any formation ensuring there is a gap between them to allow the Skittles to fall over. Large w-pics are placed on the Velcro dots of the skittles, use which ever w-pics is best suited to the individuals playing the game. Take 4-6 paces away from the skittles to mark out the start line and place the ball down.

Modifications: If there are individuals in the group are having issues with throwing/rolling the ball a chute can be used either manual or automated (ensure the ball is heavy enough to knock the skittles down once placed in the chute)

OBJECTIVE:

The objective of the game is to knock down as many of the skittles as you can in 3 turns.

GAME PLAY:

Each player get 3 turns to try and knock all the skittles down. If the skittles have numbered w-pics on them then you are able to add up each individuals score. Variations can be made with the formation of the skittles to challenge participants.

The game can also be modified in the following ways;

- 1) Individuals are able to use the chute if required
- 2) Individuals are able to make the start position closer or further away to vary how difficult or Easy the activity is.



NERF- Instructions

EQUIPMENT:

Single shot pull back gun
3 small sound skittles
Velcro target
Table (small) and or topple ball

SET UP:

Nerf set up can be done one of two way, either shooting at the 3 skittles placed on either a table or topple ball shelf or the Velcro target attached to the topple ball.

OBJECTIVE:

The objective of the game is to knock down the skittles and or to score the highest score on the Velcro target possible.

GAME PLAY:

Individuals take it in turns to knock down as many skittles as possible with the rubber bullets provided, most knock downs over the nominated rounds wins. Participant can also try to get the highset score with the Velcro bullets provided on the Velcro target.

The game can also be modified in the following ways;

- 1) The addition of an auto 10 shot Velcro gun if necessary to the pack.



SHAPE SCORE- Instructions

EQUIPMENT:

Shape Score
Hitting implement (Hockey Stick)
Squishy Balls
W Pics
Medium chute (modification)

SET UP:

Set up the Shape Score onto the playing area and mark out a start line approximately 3-4 paces away. Place small w-pics above each of the holes, using any of the pictures/numbers depending on the group participating in the activity. Place the balls and hitting implement at the start line ready for play.



OBJECTIVE:

The objective of this activity is for the individual to use the hitting implement or chute to strike the ball and get it in the holes, aiming for the highest score or particular animal/food/vehicle he or she may like.

GAME PLAY:

Individuals strike each ball or use the chute one at a time to see if they can land it in the hole. If the players have chosen to use numbered w-pics they may also write down their score.

This game can be modified in the following ways;

- 1) If an individual does not have the ability to use a hitting implement they may choose to use a medium chute to aid in rolling the ball
- 2) If the medium chute is selected and the individual still struggles with releasing the ball the chute may also be automated, *see the auto range instructions
- 3) If the group playing does not respond to numbers choose a w-pic that they are more likely to respond to, animals, food, vehicles etc.: this will encourage involvement and learning
- 4) Vary the distance of the start line to make the game easier or more difficult depending on the Individuals.
- 5) Vary the type of balls to make the game easier or hard for example tennis balls travel further but are harder therefore bounce out of the holes easier than the softer balls.

ECHO BOX- Instructions

EQUIPMENT:

Echo Box
3 holey balls
Flinger 45 Degree (modification)
Table (small)

SET UP:

Set up the Echo Box facing the start position which should be located approximately 3-4 paces away. Place The balls on the floor ready to start.

Modifications: If there are individuals in the group that are unable to throw the ball the flinger may be used

To assist. Set up is the same except in the start position placing a small table and the flinger. The distance of the start position can be changed depending on the distance the flinger will launch the ball.

OBJECTIVE:

The objective of the game is to throw as many of the balls in to the Echo Box as possible. If the individual playing is not able to throw the ball then using the flinger try to get the balls in to the Echo Box. This is a cause and effect game with the Echo Box designed to make large noises when the balls land in it.

GAME PLAY:

Individuals take it in turn to throw each ball from the start line count their score as they go. Each person gets three balls each turn.

The game can also be modified in the following ways;

- 1) Using a manual flinger for individuals that do not have the ability to be able to throw the ball.
- 2) Using a flinger with an auto release and select a button/switch that is suitable for the Individuals unable to press the flinger arm themselves.



SLOPE SCORE- Instructions

EQUIPMENT:

Slope Score
Hitting implement (Mallet)
Small Balls
W Pics
Small chute (modification)

SET UP:

Set up the Slope Score onto the court or playing area and mark out a start line approximately 3-4 paces away. Place small w-pics on the holes (wherever you like), using any of the pictures/numbers depending on the group participating in the activity. Place the balls and hitting implement at the start line ready for play.

OBJECTIVE:

The objective of this activity is for the individual to use the hitting implement to strike the ball and get it in the holes.

GAME PLAY:

Individuals strike each ball one at a time to see if they can land it in the hole. If the players have chosen to use numbered w-pics they may also write down their score.

This game can be modified in the following ways;

- 1) If an individual does not have the ability to use a mallet they may choose to use a small chute to aid in rolling the ball
- 2) If the group playing does not respond to numbers choose a w-pic that they are more likely to respond to, animals, food, vehicles etc. this will encourage involvement and learning
- 3) Vary the distance of the start line to make the game easier or more difficult depending on the Individuals



HOOP TARGET- Instructions

EQUIPMENT:

Bean bag boccia set (indoor)

Hula hoop

Tennis balls

Chute medium (modification) or flinger

SET UP:

To set up Boccia Circle, place the hoop down on the floor and pick a start position depending on the ability of the group that is playing the game. The start position is 5-6 paces away from the edge of the circle.

Modifications: If there are individuals in the group are having issues with throwing/rolling the boccia balls a Chute and or a flinger can be used either manual or automated.

OBJECTIVE:

The objective of the game is to get the bean bags/ balls inside the hoop/circle and get them to stay there.

GAME PLAY:

This game can be played either individually or in teams. Players aim to get their balls in to the hoop and keep them there until the game is over. Each person playing takes it n turn to roll the ball along the ground trying to get it in the circle. If one ball gets knocked out of the circle and stays there until the final ball has been rolled it is not counted.

The game can also be modified in the following ways;

- 1) Using a manual or automated chute to aid in individuals rolling the balls
- 2) Increase/decrease the distance from the start position to the hoop



MAXI MATS- Instructions

EQUIPMENT:

Maxi Mats set (9)
3 Bean Bags
W-pics
Flinger (modification)
Table (small)

SET UP:

Set up the Maxi Mats in a square formation on the ground and attach the chosen w-pics to each of the mats. Set up the start position approximately 3-4 paces away from the edge of the mats and place the bean bags at the starting position.

Modifications: If there are individuals in the group that are unable to throw the ball the flinger may be used

To assist. Set up is the same except in the start position placing a small table and the flinger. The distance of the start position can be changed depending on the distance the flinger will launch the bean bag. (Adjust accordingly).

OBJECTIVE:

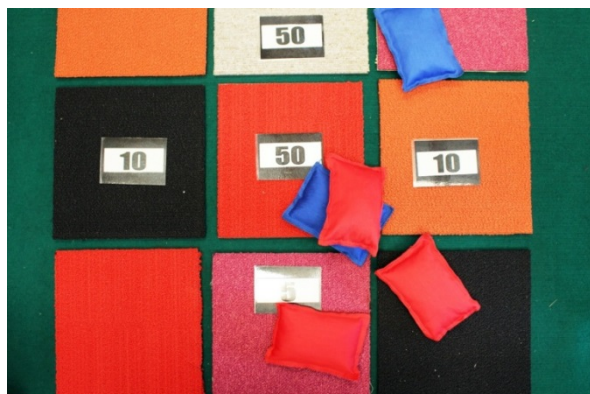
The objective of the game is to throw the bean bags on to the Maxi Mats. If the individual playing is not able to throw the bean bag then you would modify the activity by using the flinger try to get the bean bags on to the Maxi Mats.

GAME PLAY:

Individuals take it in turn to throw each of the bean bags on to the Maxi Mats. The object of the game is to get the highest score, if you are using w-pics with numbers or if you are using colours to try and match the colour of the bean bag to the colour on the mat.

The game can also be modified in the following ways;

- 1) Using a manual flinger for individuals that do not have the ability to be able to throw the bean Bags.
- 2) Using a flinger with a auto release and select a button/switch that is suitable for the Individuals to throw the bean bags on to the Maxi Mats



FUN TARGET- Instructions

EQUIPMENT:

Fun Target
Frisbee
Flinger (modification)
Balls/bean bags
(modification)

SET UP:

To set up the fun target activity, firstly set up the target and place it in the desired location. Identify a suitable distance away from the target to throw the Frisbee from.

Modifications: If there are individuals in the group are having issues with throwing a Frisbee they may choose to use the flinger to throw a suitable ball/bean bag through the target. Ensure that the ball is light enough to get the distance to reach the target.

OBJECTIVE:

The objective of the game is to get the Frisbee/ball/bean bag through the target.

GAME PLAY:

Each player get 3 turns to try and get the Frisbee. Ball/bean bag through the target from the start line

The game can also be modified in the following ways;

- 1) Individuals may decide to play the game in pairs trying to throw the Frisbee through the target to each other
- 2) Several targets may be set up to play the game Frisbee golf, similar to 9 hole golf using each course as a different par allowing individuals to get the Frisbee through the hole in the allocated number of shots.



TOPPLEBALL- Instructions

EQUIPMENT:

Topple Ball & target (water bottle)

Responder

Flinger 90 degree manual

Table (small)

Medium Balls (3)

SET UP:

Set up the Topple Ball with the target (water bottle) on top ensuring the switch is pressed down. Connect a responder to the topple ball ensuring it is a timed responder eg bubble machine on 15 sec. approximately 3-4 paces away from the Topple Ball set the table up with the flinger and test the distance of the selected balls to ensure it hits the target.

Modifications: If there are individuals in the group are having issues with using the manual flinger an automated flinger with a switch can alternatively be used.

OBJECTIVE:

The objective of the game is to knock the target off the topple ball causing a reaction from the responder.

GAME PLAY:

Individuals take it in turn to use the flinger to knock the target off the Topple Ball. Each person gets three goes to knock the target down and if they do the game has the option to score each time it is hit and the responder is activated.

The game can also be modified in the following ways;

- 1) Using a automated flinger for individuals that do not have the ability to be able to use the manual flinger
- 2) Throwing balls at the target if individuals have the ability to be able to throw.
- 3) Changing the responder so that it is more suitable for the group involved in the activity.




LIVING LIFE



Disability Services Advisory Committee

Audit of Strickland Street North to Town Square Referral to Infrastructure Services for comment

	AREA OF CONCERN RAISED BY MEMBERS	INFRASTRUCTURE SERVICES COMMENT
1	<p>There was concern from members that the location of the grocery trolley collection bay in the carpark (at the northern end of Strickland Street – near the old Hospital) could complicate access to the adjacent accessible parking bay for people with disability, for people alighting from their vehicles either as the driver (with a mobility device) or a side wheelchair hoist.</p> 	<p>The existing disable carpark is 4.2m wide with a 1m buffer lane between the standard carpark bays to the left. The Australian Standard for off street parking for people with Disability is 2.4m with a shared area of 2.4m wide (left or right).</p> <p>Proposal: change existing bay to current standards refer to proposed plan attached (Plan 1).</p> <p>Approximate Costs:</p> <p>Install bollard = \$200 (approximately) Remark bays = \$300 (estimate) Total of \$500 (estimated)</p>

2

There was some concern from members about the waste water sump / drain lids (within footpath near the Strickland Street Carpark north) not being level and that they had lifted and/or sunk. Members were concerned that this could potentially be a trip hazard for people with disability and be difficult for people in wheelchairs to navigate over.



Lift existing border header and reinstall with mortar.
Costs – approximately \$150.

3

Members identified that there were a number of areas between Strickland Street north car park and Carters Real Estate that had uneven paving, particularly at the edges and were concerned that this could potentially be hazardous for people with disability, particularly people who weren't too steady on their feet. The majority of the uneven, cracked and/or wobbly paving was generally in areas where vehicles drove over the pavement.



(above: picture of paving across driveway to underground IGA carpark)

Evident that water has made it way between the pavers and concrete driveway also including vehicle movement that loosens the pavers, solution to remove all pavers and repave area again. Maybe include some mortar to fix pavers in place.

Costs: approximately = \$800

Or seal the section of the path through the driveway for a permanent fix.

Costs: approximately = \$1000

- 4 Members were concerned that the access on / off ramps on Strickland Street north from the footpath outside of IGA to the car parking area were misaligned.
- They felt that it meant that people in wheelchairs needed to travel a further distance and that it caused them to J-walk.
- Members were also concerned that the location of the on/off ramp as opposed to the location of the accessible parking bay could pose a problem, particularly given the misaligned on/off ramps and the natural slope of the road.



Remove existing pram ramp on eastern side (carter real estate) and install new pram ramp. (reinstall kerbing and car park seal)

Costs:

remove the existing pram ramp = \$150

Reinstall kerbing = \$100

Reinstall seal = \$100

box out and install new aligned pram ramp = \$450

total = \$800

5

Members raised some concern about the cracked and uneven pavers located across the entry road between Carters Real Estate and the car park as this could cause problems for people with limited mobility.



Members were also concerned that the footpath continued across the access way (drive way) and there was no delineation showing that it was an actual driveway. Members thought that this was unsafe particularly for people who may have vision impairment.

Same issue as IGA car park, Evident that water has made it way between the pavers and bitumen driveway also including vehicle movement that loosens the pavers, solution to remove all pavers and repave area again and include some mortar to fix pavers in place.

Costs: approximately = \$800

Or seal the section of the path through the driveway for a permanent fix.

Costs: approximately = \$1000

6

Members expressed general concern regarding the safety of crossing at or near the intersection of Strickland Street and Mt Shadforth Road, in particular safety of crossing the road from the single accessible bay on Mt Shadforth Road to IGA.

Members felt that the intersection would be confusing for people with disability particular those who had vision and/or hearing impairment.



With the current intersection layout, I believe the crossings are located at the best possible situation.

7

Accessible Bays (3) adjacent to IGA on Mt Shadforth Road – Members noted that making the bays wider would be difficult however they wondered whether perhaps a sign could be installed to let people know that the bays weren't designed for vehicles with wheelchair hoists.

Members felt that having a sign clearly indicating that the bays were not for wheelchair hoists would prevent frustration for people with disability who may park in the bays and then not have enough room to deploy their hoists.



The sign requested is not a standard disability sign. This could be researched.

8

Members felt that the lip on the on/off ramp on the IGA side of the corner of Strickland Street north and Mt Shadforth Road may be too high and make it difficult for people in wheelchairs to get up onto the pavement and could provide a trip hazard for people with vision impairment.



Simple solution of a premixed (asphalt) lip.

9

Members raised concern about the height of the water drainage 'hump' at the crossover near temptations (between temptations and Bibbulmuns) and wondered whether it could be made less steep as the treatment currently could be a trip hazard for people with disability and be difficult to navigate a wheelchair over it.



This hump can be modified to create a smooth transition.

10

Members noticed a number of protruding sandstone blocks which made up part of the steps near the Sacred Tree shop. Members were concerned that the blocks were protruding into areas where people were walking and it could be hazardous for people with vision impairment.



This can be retro fitted by the use of tactile paving to alert people with vision impairment that a hazard is nearby. Research is required to determine design. Costs will be associated once design is completed.

11

Members expressed concern that there was no 'ramp' access from the footpath outside Great Southern Radiology premises to the accessible parking bays across the road (on Mt Shadforth Road). Members felt that it could be difficult for some people with disability, particularly those with reduced mobility, to step up onto the footpath causing them to have to walk further to gain access.

Members wondered whether the garden beds out the front of Great Southern Radiology could be replaced with parking bays would be assist people with disability to access this medical service.



Pram ramp can be retrofitted into the path, approximate cost of \$350

Currently the area is approximately 19m long and 2.8m with a 5m path in the middle. With current disability standards a share bay is require which rules out the ability to construct disable bays. However you may be able to fit in two more standard parking bays. The only issue is that these bays can't be designated as disable bays which may cause more frustration for the targeted users.

12	<p>Given a recent visit and presentation to the Shire from the Guide Dog Association, members noticed that there were no access (on/off) ramps within the CBD which had either colour or texture delineation which would assist people with vision impairment.</p>	<p>All the prams ramps and access ramps can be retrofitted with tactile paving to assist. Estimated costs for prams ramps are approximately\$350-400 (depending on the area). Access ramps may vary due to lengths and designs required.</p>
13	<p>Members were concerned about the mix of pedestrian and vehicle movement across Strickland Street on or near the Town Square stating that they felt it was confusing for motorists and pedestrians who did not know who had right of way. Members felt that it would cause confusion for some people with disability particularly those with vision, hearing and/or some forms of mental disabilities.</p> 	<p>The area acts like an oversized crosswalk, the paved ramp reduces the speed of the oncoming vehicles. The proposed design may include a line of tactile paving on either side of the ramp to alert vision impaired, this will require investigation.</p>



SHIRE OF DENMARK

DISABILITY ACCESS & INCLUSION PLAN 2013 – 2018

IMPLEMENTATION PLAN

AS AT 21 APRIL 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"> 1. Accessibility page includes; <ul style="list-style-type: none"> • Downloadable DAIP; • Overview of the DAIP; • Access & inclusion policy; • Information on beach wheelchairs, • Council's policy regarding wheelie bin assistance; • Have your say brochure; and • Notation that council information is available in alternate formats for people with disability. 2. Memo sent to Directors requesting consideration of DAIP reference, where applicable – 20 August 2015. 	

STRATEGY 1.2 : IDENTIFY OPPORTUNITIES FOR PARTICIPATION IN RECREATIONAL ACTIVITIES THROUGH THE RECREATION CENTRE PROGRAM.				
ACTION	RESPONSIBILITY	TIMEFRAME	STATUS	COMMENT
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	1. To be done.	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.
		Ongoing	2. <i>Ongoing liaison occurring with Disability Services Commission Local Area Co-ordinator through representation on the DSAC.</i>	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. To be done.	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. To be done.	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. Completed. An additional handrail at the steps to the function room has been installed to assist with access mobility.</p> <p>6. 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.</p>	<p>pack availability at the Recreation Centre.</p> <p>5. Investigate installation of additional handrail to assist with mobility.</p> <p>6. Investigate how many local children with disability are involved in the Kidsport program.</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. 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</p>	<p>1. Prior to July 2013 school holidays the question was raised with the Manager of Recreation & Youth Services (MRYS) – advised that should a request arise then they would endeavour to accommodate it.</p>

			<p><i>and would speak with the MRYS in the future to find out more.</i></p> <p>2. Completed.</p> <p>3. Report to Council expected 24 May 2016.</p>	<p>2. 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.</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 – Report to Council 24 May 2016.</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 & inclusion and make recommendations on improvement opportunities.</p> <ul style="list-style-type: none"> ○ Australia Day Breakfast (26 January) ○ National Youth Week ○ Denmark Youth Festival (Youth Week) ○ Seniors Function (Seniors Week) ○ Thank a Volunteer Day function (5 December 2013) ○ Feast Not Fire Night (May) ○ International Day of People with Disability (3 December) 	Disability Services Advisory Committee	Ongoing (as required)	<p>1. To be done.</p> <p>2. Include reference to accessibility in the event & 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.</p> <p><i>Completed. Event & 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>

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	<p>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.</p> <p>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.</p> <p>3. To be done.</p> <p>4. Possible follow up at a later stage to investigate relevance and need in Denmark.</p>	<p>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.</p> <p>2. Ascertain availability of HACC Bus.</p> <p>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.</p> <p>4. UBER Taxis – discussed concept at meeting held 3 Nov 14. New services, possible issues related with existing services in major cities.</p>
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. Emailed DIS 4 May 2015 for update on finalisation of 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</i></p>	

			<p><i>provided input to redevelopment plan – particularly with respect to ACROD Bays.</i></p> <p>2. Email sent to Infrastructure Services 4 June 2015. <i>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	Director of Community & Regulatory Services	Annually	<p>1. <i>Completed. Access WA advised that there isn't any way of extracting a database of Denmark entries.</i></p>	<p>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.</p>

the information are up to date on, at least, an annual basis.			2. To be done.	2. Manually extract all of the entries relating to Council buildings and facilities to proceed with check
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	<p>1. <i>The Director of Planning & 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.</i></p> <p>2. <i>Link has been added to the Council's website under business & investing section, Supporting Local Business.</i></p> <p>3. <i>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.</i></p> <p>4. <i>Access WA advised that there is no way of extracting a database of entries.</i></p> <p>5. To be done.</p>	<p>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.</p> <p>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.</p> <p>3. Establish system to prompt businesses to check their listing under the You're Welcome website.</p> <p>4. EA to email to Access WA to see whether we can extract a 'database' 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>

OUTCOME 2

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

STRATEGY 2.1 : INFRASTRUCTURE, PLANNING & REFURBISHMENT OF BUILDINGS TO INCORPORATE ACCESS & INCLUSION REQUIREMENTS.				
ACTION	RESPONSIBILITY	TIMEFRAME	STATUS	COMMENT
PUBLIC TOILETS				
Conduct an audit of all public toilets and make recommendations on the need for retrofitting existing public toilets.	Disability Services Advisory Committee	December 2014	<p>1. Find out from DCRS what is involved in undertaking an audit – 25 Aug 14.</p> <p><i>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></p>	1.
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	<p>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></p> <p>2. To be done.</p>	2. Find out who (businesses) provides portable toilets now and whether they are accessible.

COMMUNITY HALLS				
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 & 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>
COUNCIL ADMINISTRATION BUILDING				
Explore the need for a disabled staff toilet.	Director of Community & Regulatory Services	2015 / 2016	<i>2014 - 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>	
Consider retrofitting a lower portion of counter to provide better access for people in wheelchairs.	Director of Community & Regulatory Services	2016 / 2017	<p>1. Members noted that administration staff had previously indicated that they could meet with people at the low table in the foyer if so required.</p> <p>2. Memo sent to the Director of Finance & Administration (DFIN) to establish whether there is any need to explore this further at this time 25 august 2014.</p> <p><i>Response: Administration Staff did not consider it necessary at this stage and noted the following;</i></p> <ul style="list-style-type: none"> <i>All administration staff are sensitive to clients with special needs and cater to</i> 	

			<p><i>that need when required;</i></p> <ul style="list-style-type: none"> <i>• We have a table and chairs available within the reception area and staff attend to customers who are either disabled, infirm or elderly at this facility with the utmost respect and understanding;</i> <i>• Generally only have two or three people who are in a wheelchair who frequent the office.</i> <p><i>1 March 2016 – Director of Finance & Admin. Requested to consider provision of funds in 2016/17 Budget for the retrofitting of a low counter. Await Budget adoption.</i></p> <p><i>3. The DFIN to liaise with Council's Principal Building Surveyor about installing somewhere at the counter a place where people who use a walking stick can lean or hang their stick while they are at the counter.</i></p> <p><i>Completed. Installation done.</i></p>	
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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"> - Kingia Australis niche wall; - Jacksonii & Ficifolia niche walls; - Parkland clearing between old and new sections of burial ground. <p>completed by 30 June 2015.</p> <p>Budgeted works for 2015/16;</p> <ul style="list-style-type: none"> - Installation of continues concrete beams in lawn section. <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. Memo to the DIS to consider Strategy 2.2 when creating or refurbishing recreational areas such as parks & gardens.</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	Disability Services Advisory Committee	2016 / 2017	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>allocation(s) to make them accessible. Priority of works should also be made.</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> <p><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 & Sustainability who is overseeing the Working Group.</i></p> <p>3. Review accessibility to Prawn Rock Channel swimming area and lookout.</p> <p><i>That the Disability Services Advisory</i></p>	
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			<p><i>Committee recommend that disability access to the prawn rock channel swimming area and nearby lookout be reviewed.</i></p> <p>This has been included in the Terms of Reference for Council's newly formed Prawn Rock Channel Concept Plan Development Working Group. Draft Concept Plans for the area are now being advertised. Plan adopted September 2015 which includes provisions relating to universal accessibility to the site.</p>	
Review the need for an accessible playground.	Director of Infrastructure Services	2016 / 2017	<p><i>Actioned. Ongoing review by Infrastructure Services.</i></p> <p><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></p>	
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	Disability Services Advisory	June 2014	1. To be done.	1. Include area in Committee audit of high use, active, passive recreational

Park from Hollings road.	Committee			areas.
BEACHES & INLETS				
Investigate the use of an ACROD card access to unlock the beach wheelchairs at Parry Beach & Ocean Beach.	Disability Services Advisory Committee	2016 / 2017	<p>1. <i>Use of the Parry Beach & Ocean Beach beach wheelchairs are 'monitored' and 'managed' by the Parry Beach Voluntary Management Group (PBVMG) and the Denmark 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>2. <i>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>1. <i>Dedicated page created under Accessibility page on Council's website.</i></p> <p>2. <i>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>3. <i>Brochure created and launched as part of 2015 International Day of People with Disability event. Dedicated page created on Council's website. Community Groups</i></p>	<p>3. EA to request the community groups who look after the chairs to assist with promoting their availability.</p>

			<i>requested to assist with promotion. Standard signage design received from Technology Assisting Disability WA (TADWA) to be arranged by 30 June 2016.</i>	
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"> An investigation and conceptualisation; <ul style="list-style-type: none"> of universal access opportunities along the Shire of Denmark's high value foreshore recreational areas; and 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. 	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>	

FOOTPATHS & TRAILS				
Undertake an audit of existing footpaths, including on & off ramps, slopes, railing & tactile warning strips, within the Denmark Townsite, for consideration in the path development plan.	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 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	Committee recommendation May 2015 read as follows; “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.”	

			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.	
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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"> 1. Accessibility page on Council's website updated to include reference to information being available in alternative formats upon request. 2. Added reference on Policy Manual, Customer Service Charter, Delegations Register and Code of Conduct that alternative formats for Council information availability upon request. 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. 4. Added photo ID to all pictures on Council's website to improve accessibility. 	

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"> 1. Some members of Infrastructure Services participated in Wheelchair Challenge - December 2013. 2. Presentation by Guide Dog Association scheduled for December 2014 to increase awareness (IDoPWD event). Presented to Council, Senior Officers & Committee members - 2 December 2014. 	

OUTCOME 5

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

STRATEGY 5.1 : PROMOTE AND MAKE READILY AVAILABLE THE SHIRE OF DENMARK'S CUSTOMER SERVICE CHARTER				
ACTION	RESPONSIBILITY	TIMEFRAME	STATUS	COMMENT
<p>The Charter be promoted and made available;</p> <ul style="list-style-type: none"> o on Council's website; o at the Recreation Centre; o at the Denmark Library; o at the Denmark Youth Centre. 	<p>Director of Finance & 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 & 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 & 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"> ○ through Council's website; ○ at the Recreation Centre; ○ at the Denmark Library; ○ at the Denmark Youth Centre. 	All Staff	June 2014	<ol style="list-style-type: none"> 1. <i>Accessibility page on website includes a link to a downloadable version of the Have Your Say brochure.</i> 2. <i>Printed copies available at the Shire Administration Office Reception Area.</i> 	

OUTCOME 6

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

STRATEGY 6.1 : ENCOURAGE PARTICIPATION FROM THE WHOLE COMMUNITY IN RELATION TO MATTERS WHICH REQUIRE PUBLIC CONSULTATION				
<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	Ongoing.	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	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.	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	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.	

OUTCOME 7

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

STRATEGY 7.1 : WORK TO CREATE MORE ACCESSIBLE AND SAFER WORKPLACES FOR PEOPLE WITH DISABILITIES.				
ACTION	RESPONSIBILITY	TIMEFRAME	STATUS	COMMENT
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		
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		

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				
<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		

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.				
<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		