



# ENABLING WAROONA

Access and Inclusion Plan 2023 – 2028

## About this document

This plan has been developed by the Shire of Waroona to comply with the *Disability Services Act 1993*, which requires local government authorities to develop and implement a Disability Access and Inclusion Plan that will further both the principles and objectives of the Act.

The purpose of disability access and inclusion plans is to ensure that people with disability can access all information, services and facilities provided by local governments in Western Australia, and be included in the community.

This plan is available in alternative formats such as large print, electronic, audio or Braille, on request.



*“The Shire of Waroona stretches from sea to scarp between the Indian Ocean and the Darling Scarp, featuring pristine beaches, coastal lakes, fertile farmlands and peaceful jarrah forests. Covering a total area of 835km<sup>2</sup>, the Shire includes the localities of Waroona, Hamel, Lake Clifton and Preston Beach”.*

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Date	Details	Author
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## About the Access and Inclusion Plan

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The Access and Inclusion Plan 2023 – 2028 (the Plan) has been developed in compliance with the *Disability Services Act 1993*. This act requires local government authorities to develop and implement a Disability Access and Inclusion Plan that will further both the principles and objectives of the Act. The purpose of a disability access and inclusion plan is to ensure that people with disability can access all information, services and facilities provided by local governments in Western Australia, and be included in the community.

The Shire of Waroona has renamed its Disability Access and Inclusion Plan: Access and Inclusion Plan. Whilst focussing on people with a disability, the Plan's objective now broadens to include all members of the community, or visitors, who are limited in their physical ability to traverse with ease. Persons with such limitations may include parents or carers with prams, mobility scooters or someone who has sustained a temporary injury. Although focussed mainly on persons living with a disability, the projects and actions scheduled in the Plan aim to allow all people living or passing through the Shire of Waroona communities, feel welcome and included.

## Shire President's Message

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Inclusivity for our community is an issue that our Local Government has always taken seriously. It is vitally important that no one feels left behind no matter what circumstance they find themselves in. Having a broad document that encompasses this issue and sets out a pathway for our Council to follow is vitally important.

Through certain mechanisms that Council has an obligation to oversee, inclusion can incorporate better building access, improved pedestrian and mobility areas and facilitate opportunities for our part of the community that have just a few extra challenges in everyday functions. This plan demonstrates Council's commitment to supporting these areas and the steps that are needed to drive improvement.

I look forward to Council continuing its commitment to a journey of enhancement in disability access and inclusivity.

**Mike Walmsley**  
Shire President



## Chief Executive Officer's Message

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The Shire of Waroona is committed to ensuring safe and inclusive access for its community and visitors alike, not only when referring to built infrastructure, but also throughout all our communication and interactions.

You will see that the word 'disability' has been removed from the title of our Access and Inclusion Plan 2023 - 2028, which now better reflects the idea that access and inclusion is for everyone, disabled or not, which is ultimately what we are all about.

While there are responses to all seven objectives considered in the Disability Services Act 1993, special attention has been given to objective one, with improved checklists, audits and partnerships with other groups planned to help people of all abilities feel confident to fully participate in events within the Shire of Waroona.

This is an ongoing journey with continuous improvement as a principle governing each new plan and plan review, so that we don't stand still, but change and grow with the community. I commend the Shire's Access and Inclusion Plan 2023 – 2028 to you.

**Mark Goodlet**  
Chief Executive Officer



## Integrated Planning & Reporting Framework

<b>Strategic Community Plan</b>	Community vision, strategic direction, long and medium term priorities and resourcing implications with a horizon of 10 years.
<b>Corporate Business Plan</b>	Four year delivery program, aligned to the Strategic Community Plan and accompanied by four year financial projections.
<b>Annual Budget</b>	Financial plan for the current year.

## Informing Strategies

<b>Long Term Financial Plan</b>	10 year financial plan.
<b>Asset Management Plan</b>	Approach to managing assets to deliver chosen service levels.
<b>Workforce Plan</b>	Shaping the workforce to deliver organisational objectives now and in the future.
<b>Place &amp; Area Specific Plans</b>	Other informing strategies, including Access and Inclusion Plan.

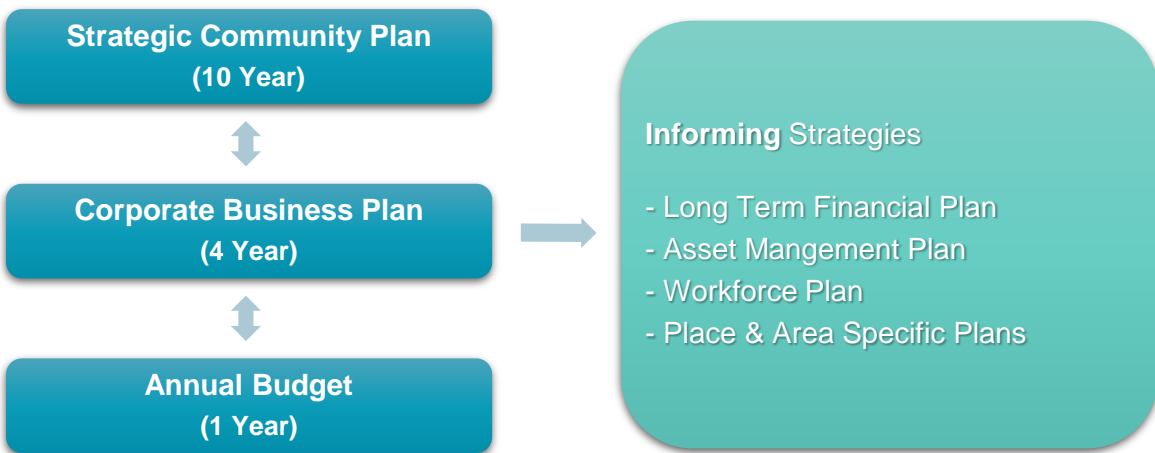


Figure 1: Elements of the Integrated Planning & Reporting Framework. Source: Department of Local Government, Sport & Cultural Industries.

## Our Shire

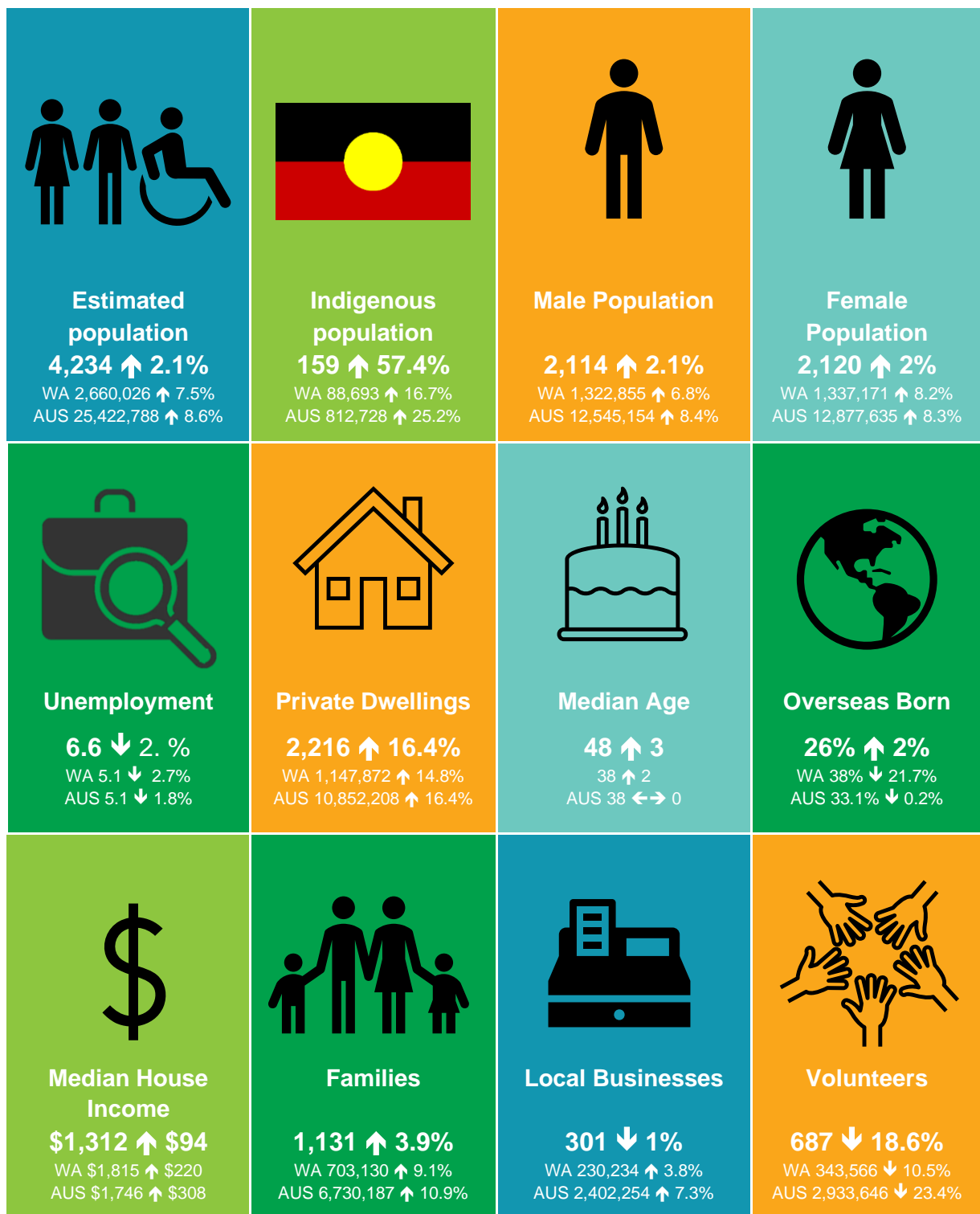


Figure 2: Shire of Waroona Statistics. Source: Australian Bureau of Statistics: 2021 Census; and Counts of Australian Business, including Entries and Exits, July 2017- June 2021.



## Vision, Mission & Values

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### Our Vision

The Shire of Waroona will create a sense of place and identity, embracing creativity, our natural environment, and a strong and diverse economy.

### Our Mission

We will be an organisation, with a can-do attitude that strives for service excellence, continued improvement and a commitment to outcomes.

### Our Values

Accountable

Excellence

Leadership

Transparent

Respect

Accessible

Innovative

Yours

## Background

Creating an accessible and welcoming community, benefits everyone. With the full roll-out of the National Disability Insurance Scheme (NDIS) across Australia, including Waroona, more people with disability have access to support to assist them to participate in, and contribute to their community.

The *Disability Services Act 1993* defines 'disability' as meaning a disability which:

- Is attributable to an intellectual, psychiatric, cognitive, neurological, sensory or physical impairment or a combination of those impairments.
- Is permanent or likely to be permanent.
- May or may not be of a chronic or episodic nature.
- Which results in substantially reduced capacity of the person for communication, social interaction, learning or mobility and a need for continuing support.

## People With Disability in the Community



**4.4 million<sup>1</sup>**

People with disability in Australia



**17.7%<sup>2</sup>**

Of the Australian population are people with disability



**2.65 million<sup>1</sup>**

People are unpaid carers for people with disability in Australia



**10.8%<sup>1</sup>**

Of the Australian population are unpaid carers for people with disability



**411,500<sup>2</sup>**

People with disability in Western Australia



**16.4%<sup>1</sup>**

Of the Western Australian population are people with disability



**402<sup>3</sup>**

People are unpaid carers for people with disability in Waroona



**11.4%<sup>3</sup>**

People are unpaid carers for people with disability in Waroona

<sup>1</sup> Australian Bureau of Statistics Survey of Disability, Ageing and Carers (SDAC, 2018)

<sup>2</sup> WA State Disability Strategy 2020-2030

<sup>3</sup> Australian Bureau of Statistics, Census Quickstats, 2021

Without data specific to the Shire of Waroona, the Australian average has been used, therefore the number of people with disability in the Shire is estimated at 740 people.

## Key Statistics from Australian Bureau of Statistics Survey of Disability, Ageing and Carers 2018

- The prevalence of disability increased with age - one in nine (11.6%) people aged 0-64 years and one in two (49.6%) people aged 65 years and over had disability.
- Disability prevalence was similar for males (17.6%) and females (17.8%).
- 5.7% of all Australians had a profound or severe disability.
- Almost one-quarter (23.2%) of all people with disability reported a mental or behavioural disorder as their main condition, up from 21.5% in 2015.

Of those with disability (living in households):

- one-third (33.4%) of those aged 15 years and over had completed year 12 or equivalent, up from 31.4% in 2015
- one in six (16.1%) aged 15 years and over had a Bachelor degree or above, up from 14.9% in 2015
- 37.9% of those aged 15-64 years said their main source of personal income was a government pension or allowance, down from 41.9% in 2015
- 59.7% of people had their need for assistance fully met, down from 62.1% in 2015
- one in 10 (9.6%) aged 15 years and over had experienced discrimination in the previous 12 months because of their disability, up from 8.6% in 2015
- labour force participation for those aged 15-64 years has remained stable since 2015 at 53.4%, in contrast to an increase in the participation rate for people without disability (84.1%)
- 11.4% of those with a profound or severe disability (aged 15-64 years) were working full-time up from 7.9% in 2015.

## National Disability Insurance Scheme (NDIS) – Forecast for Waroona 2023<sup>1</sup>

	Current (2021)	Projected (2023)	Maximum % Increase
<b>Number of People with Disability Accessing NDIS funded supports by 2023</b>	<b>31 – 40</b>	<b>48 – 92</b>	<b>130%</b>
Autism	11 – 20	< 10 – 41	105%
Neurological disorder	< 10	< 10 – 13	30%
Intellectual disability & Down Syndrome	< 10	< 10 – 25	150%
Development delay	< 10	< 10 – 18	80%
All other disabilities (Disability caused by injury, mental illness associated disability, vision, hearing, speech or other sensory impairments)	< 10	10 – 14	40%

	Current (2021)	Projected (2023)	Maximum % Increase
<b>Annual Demand for Services</b>	<b>\$540,000 - \$640,000</b>	<b>\$1,315,800 - \$3,679,100</b>	<b>475%</b>
Personal care	\$150,000 – \$160,000	\$0 – \$989,400	55%
Assistance with community activities	\$90,000 – \$100,000	\$0 – \$340,600	241%
Other supports	\$90,000 – \$100,000	\$0 – \$1,157,800	1,058%
Therapy	\$80,000 – \$90,000	\$0 – \$574,300	538%
Other support coordination and management	\$60,000 – \$70,000	\$29,800 - \$592,000	746%
Capital	\$30,000 – \$40,000	\$0 – \$479,900	1100%
Assistance with planning and coordination	\$10,000 – \$20,000	\$0 - \$121,400	507%
Core in-kind	\$0 – \$10,000	No data	N/A
Early childhood supports	\$0 – \$10,000	\$0 – \$121,700	1117%
Daily living support in shared accommodation	\$30,000 – \$40,000	\$0 – \$1,143,200	N/A
Group centre activities		\$0 – \$418,200	N/A
High needs personal care		\$0 - \$134,200	N/A
Employment support	No data	\$0 - \$93,900	N/A
<b>NDIS Workers Required</b>	<b>No data</b>	<b>&lt; 10 – 38</b>	
Home-based support workers	No data	< 10 – 30	N/A
Other	No data	< 10 – 11	N/A

<sup>1</sup> National Disability Insurance Scheme (NDIS) Demand Map

As the population within the Shire grows, a percentage of people will have some form of disability that will require special considerations in the Shire's planning and development. The seasonal influx of tourists including tourists with a disability must also be considered.

## Planning for Better Access

The *Disability Services Act 1993* requires all local governments to develop and implement a Disability Access and Inclusion Plan to ensure that people with disability have equal access to facilities and services.

Other legislation and policies relating to disability when planning for access and inclusion include:

- The Building Code of Australia (BCA) – provides a set of minimum requirements for new buildings and renovations.
- Australian Standard 1428.1:2021 Design for access and mobility, Part 1: General requirements for access — New building work. This standard prescribes the requirements for physical access which should be considered in the planning, development and construction of all buildings and facilities.
- The Disability (Access to Premises – Buildings) Standards 2010 under the *Disability Discrimination Act 1992* (DDA) – effective for any buildings or major redevelopments commencing after May 2011.
- State Disability Strategy 2020-2030 – to build an inclusive community which supports and empowers people with disability.
- Australia’s Disability Strategy 2021–2031 - sets out a plan for continuing to improve the lives of people with disability in Australia over the next ten years.
- *WA Equal Opportunity Act 1984*.
- *Commonwealth Disability Discrimination Act 1992*.
- United Nations Convention on the Rights of Persons with Disabilities.

## Progress Since 1995

The Shire of Waroona is committed to facilitating the inclusion of people with disability through the improvement of access to its information, facilities and services. Towards this goal, the Shire adopted its first Disability Service Plan in 1995 to address the access barriers within the community. Since the inception of Disability Access and Inclusion Plans in 2004, the Shire’s Disability Access and Inclusion Plan has undergone five reviews.

Since the adoption of the initial Disability Services Plan, the Shire has implemented many initiatives and made significant progress towards better access. Some of these are highlighted below under the relevant key outcome headings of the *Disability Services Act 1993*.

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

- Commenced ‘Socialisation at the Library’ activities to promote the Act, Belong, Commit message. Waroona Public Library is an accessible venue and the program allowed for community members to come together, meet new people and learn new skills.
- Purchased portable ACROD parking signs to provide close access to events for people with disability.
- Included disability access and inclusion considerations in the Shire’s Public Event Toolkit and Application Form.
- The Waroona Recreation Centre Gymnasium, Group Fitness, and Aquatics programs now cater for all abilities.

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

- Installed an access ramp at Waroona Public Library to provide ease of access to people with mobility issues.
- Delineated ACROD parking bays at Shire Administration Office, Waroona Public Library, Waroona Recreation and Aquatic Centre and Waroona Visitor Centre.
- Recently constructed Preston Beach Community Centre was designed to be fully DDA compliant with access ramps and universal toilet facilities.
- Installed automatic doors at Waroona Visitor Centre to allow access for people with disability.
- Refurbished Waroona Recreation and Aquatic Centre poolside toilets designed to be compliant with the Building Code.
- Installed accessible changeroom and toilet facilities in main foyer area at the Waroona Recreation Centre.
- Installed a permanent disability hoist to enable all users to access the pool.
- Installed kerb ramp access to footpaths in the Central Business District.
- Established a concept plan to upgrade the Administration Buildings main entrance, subsequent access, and customer service area to be accessibility inclusive.

## **Outcome 3 – People with disability receive information from a public authority in a format that will enable them to access the information as readily as other people are able to access it**

- Updated website to allow users to change colour contrast and text size for people with sight challenges.
- Information is available in multiple Council facilities which are all universally accessible.
- Information made available in alternative formats upon request.
- Installed sensory access for physical signage on new signage such as the redeveloped Senior Citizens Social Centre toilets.

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

- Completed the review of the Customer Service Charter which includes the integration of DAIP principles.

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

- Simplified information on consultations and made available in alternative formats upon request.

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

- Partnered with Waroona Community Resource Centre to have Alzheimer's WA present Alzheimer's Dementia Information Session covering raising awareness of impact of dementia, dementia friendly communication and engaging with people living with dementia.

- Provided wheelchair accessible voting booth for local government elections.
- Provided postal voting for local government elections.

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

- The Shire does not discriminate on the basis of disability, age, gender or culture.
- Reviewed Employment Policy and Equal Opportunity Management Plan.
- Developed recruitment policies, procedures and practices to actively encourage people with disability.
- Trained staff responsible for recruitment to encourage and include people with disability.

## **Access and Inclusion Policy Statement**

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

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

The Shire of Waroona:

- Recognises that people with disability are valued members of the community who make a variety of contributions to local social, economic and cultural life;
- Believes that a community that recognises its diversity and supports the participation and inclusion of all of its members makes for a richer community life;
- Believes that people with disability, their families and carers should be supported to remain in the community;
- Is committed to consulting with people with disability, their families and carers and disability organisations in addressing barriers to access and inclusion;
- Will ensure its agents and contractors work towards the desired outcomes in its Access and Inclusion Plan;
- Is committed to supporting local community groups and businesses to provide access and inclusion of people with disability; and
- Is committed to achieving the seven desired outcomes of its Access and Inclusion Plan.

# Development and Review of the Disability Access and Inclusion Plan

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## Responsibility for the Development and Review Process

The Corporate & Community Services Department has the responsibility to oversee the development, review and evaluation of the Access and Inclusion Plan with the support of the Executive Management Team.

## Development and Review Process

The Access and Inclusion Plan 2023 – 2028 continues to provide outcomes for people with disability that reflect the Department of Communities guidelines and the requirements of the *Disability Services Act 1993*.

During 2020/21, the Shire undertook a review of the Disability Access and Inclusion Plan 2017 – 2022 and engaged with key Shire employees and community members to draft an Access and Inclusion Plan that will guide further improvements in disability access and inclusion.

The development and review process included:

- Surveys open to all community members living within the Shire of Waroona,
- Consultation with the Shire's Elected Members to update the plan,
- Consultation with Shire officers to develop the Disability Access Inclusion Plan strategies and implementation plan.

## Findings from the Community Engagement

Most people were satisfied that the Shire of Waroona was welcoming and inclusive of people with disability. Information collected from the community has provided the Shire with key considerations to increase access and inclusion of people with all levels of disability, in future projects, including:

- Targeted promotion and communication of accessible and inclusive features of facilities, services and events;
- Availability and promotion of inclusive programs in the Shire including inclusive sports, school holiday programs and general social activities;
- Further improvements to buildings, facilities, outdoor environments and public spaces;
- Easier access to information;
- Increased awareness by Shire officers and external contractors about the positive impact made on the lives of people with disability when access and inclusion is considered in planning and delivering Shire projects;
- Different ways to engage with people with disability for community consultation and in providing feedback on Shire projects; and
- More employment and volunteer opportunities within the Shire for people with disability.

The strategies in the 2023-2028 Plan reflect these findings and many of the specific suggestions have been included in the strategies and actions to improve access and inclusion.



## Strategies & Actions to Improve Access and Inclusion

The Shire of Waroona is dedicated to ensuring that the community is accessible for, and inclusive of, people with disability, their families and support networks, and is committed to delivering an updated Access and Inclusion Plan.

The Shire is committed to achieving the seven objectives described in the *Disability Services Act 1993*. The strategies and actions that the Shire plans to implement to meet these outcomes are included below. These strategies and actions have been informed by community engagement.

### Objective 1 People with disability have the same opportunities as other people to access the services of, and any events organised by, the Shire of Waroona

#### Strategy 1.1 Ensure that people with disability are consulted on their need for services and the accessibility of current services

Projects and Actions	2022/23	2023/24	2024/25	2025/26	2026/27
1.1.1 Complete the <i>Adapting Services checklist*</i>	X	X	X	X	X
1.1.2 Develop a feedback mechanism for use by all services, provided or funded	X				
1.1.3 Develop consultation guidelines for all future reviews of services		X			
1.1.4 Identify opportunities to provide inclusive services and programs for community members	X	X	X	X	X

#### Strategy 1.2 Monitor Shire services to ensure equitable access

Projects and Actions	2022/23	2023/24	2024/25	2025/26	2026/27
1.2.1 Conduct systematic reviews of the accessibility of services	X		X		X
1.2.2 Rectify identified barriers and provide feedback to customers		X	X	X	X

#### Strategy 1.3 Develop links between the Access and Inclusion Plan and other Shire plans and strategies

Projects and Actions	2022/23	2023/24	2024/25	2025/26	2026/27
1.3.1 Incorporate the objectives and strategies of the Access and Inclusion Plan into the Shire's existing planning processes, particularly the Strategic Community Plan		X		X	

#### Strategy 1.4 Ensure that events, whether provided or funded, are accessible to people with disability

Projects and Actions	2022/23	2023/24	2024/25	2025/26	2026/27
1.4.1 Ensure all events are planned using the <i>Accessible Events checklist*</i>	X	X	X	X	X

Projects and Actions		2022/23	2023/24	2024/25	2025/26	2026/27
1.4.2	Survey attendees at major Shire and community-led events to improve the experiences and inform future event planning.	X	X	X	X	X
1.4.3	Work with the Waroona Agricultural Society to investigate the inclusion of a low sensory area at the Waroona Show	X				
1.4.4	Include information within the Alcoa Waroona Micro Grants Fund to encourage community groups consider access and inclusion within their proposed events	X	X	X	X	X

**Objective 2** People with disability have the same opportunities as other people to access the buildings and other facilities of the Shire of Waroona

**Strategy 2.1** Ensure that all buildings and facilities meet the standards for access and any demonstrated additional need

Projects and Actions		2022/23	2023/24	2024/25	2025/26	2026/27
2.1.1	Identify access barriers to buildings and facilities using the <i>Accessible Buildings and Facilities checklist*</i>	X	X	X	X	X
2.1.2	Prioritise and make submissions to Council to commence work on rectifying identified barriers			X	X	X
2.1.3	Upgrade the administration building entrance and customer service area to be accessibility inclusive.	X	X			
2.1.4	Installation of tactile paving to alert the approaching street, hazardous surface or grade changes.					
2.1.5	Plan for the upgrade of the customer service desk at the Waroona Aquatic & Recreation Centre to be access inclusive.	X	X			

**Strategy 2.2** Ensure that all new or redevelopment works provide access to people with disability, where practicable

Projects and Actions		2022/23	2023/24	2024/25	2025/26	2026/27
2.2.1	Ensure that legal requirements for access are met in plans for new or redeveloped buildings and facilities		X	X	X	X
2.2.2	Ensure that no development application is signed off without a declaration that it meets legal requirements	X	X	X	X	X
2.2.3	Ensure that key staff are trained and kept up to date with the legal requirements	X	X	X	X	X

**Strategy 2.3** Ensure that ACROD parking meets the needs of people with disability in terms of quantity and location

Projects and Actions		2022/23	2023/24	2024/25	2025/26	2026/27
2.3.1	Undertake an audit of ACROD bays and implement a program to rectify any non-compliance	X	X	X	X	X
2.3.2	Consider the need for additional bays at some locations	X	X	X	X	X

### Strategy 2.4 Advocate to local businesses and tourist venues the requirements for, and benefits flowing from, the provision of accessible venues

Projects and Actions		2022/23	2023/24	2024/25	2025/26	2026/27
2.4.1	Provide information (or refer to the appropriate agency) on the needs of people with disability and of legal requirements and best practice	X	X	X	X	X
2.4.2	Promote access to businesses	X		X		X
2.4.3	Make access information available on the Shire's website	X		X		X

### Strategy 2.5 Ensure that all recreational areas are accessible

Projects and Actions		2022/23	2023/24	2024/25	2025/26	2026/27
2.5.1	Conduct audit of Shire pool, parks and playgrounds	X			X	
2.5.2	Develop and implement a program of progressive upgrade		X			X
2.5.3	Ensure the compliant disability access for the Waroona Community Precinct	X				
2.5.4	Seek to develop all abilities trail access where practicable for the Lakes Trail proposal	X	X			

## Objective 3 People with disability receive information from the Shire of Waroona in a format that will enable them to access the information as readily as other people are able to access it

### Strategy 3.1 Ensure that the community is aware that Shire information is available in alternative formats upon request

Projects and Actions		2022/23	2023/24	2024/25	2025/26	2026/27
3.1.1	Ensure that all documents carry a notation that it is available in alternative formats	X	X	X	X	X
3.1.2	Publicise the availability of other formats in the local newspaper	X	X	X	X	X

**Strategy 3.2 Improve employee awareness of accessible information needs and how to provide information in other formats**

Projects and Actions		2022/23	2023/24	2024/25	2025/26	2026/27
3.2.1	Make State Government Access Guidelines for Information, Services and Facilities guidelines available on the Shire employee intranet	X				
3.2.2	Complete the <i>Accessible Information checklist*</i>	X	X	X	X	X
3.2.3	Train employees in providing accessible information	X		X		X

**Strategy 3.3 Budget for and provide interpreters to significant events upon request**

Projects and Actions		2022/23	2023/24	2024/25	2025/26	2026/27
3.3.1	Ensure the community is aware that interpreters are available upon request for significant events held in the Shire		X		X	

**Strategy 3.4 Ensure that the Shire's website meets contemporary good practice**

Projects and Actions		2022/23	2023/24	2024/25	2025/26	2026/27
3.4.1	Redevelop website to ensure it features accessibility options	X				
3.4.2	Investigate and integrate new communication activities, such as the use of QR codes, to make it easier for the community to access Shire information	X	X	X	X	X
3.4.3	Enhance the Shire's Style Guide to ensure all marketing activities consider font size and language so as to be more accessible to the community		X			
3.4.4	Improve event marketing information on the website and on posters to ensure access and inclusion considerations are promoted	X	X	X	X	X

**Objective 4 People with disability receive the same level and quality of service from the employees of the Shire of Waroona as other people receive**

**Strategy 4.1 Ensure that Elected Members and employees are aware of access needs and can provide appropriate services**

Projects and Actions		2022/23	2023/24	2024/25	2025/26	2026/27
4.1.1	Complete the <i>Staff Accessibility Awareness checklist*</i> as part of the annual staff survey	X		X		X
4.1.2	Determine training needs of Elected Members and employees and conduct training as required	X		X		X

Projects and Actions		2022/23	2023/24	2024/25	2025/26	2026/27
4.1.3	Participate in appropriate training provided through Disability Services Commission, WALGA and Local Government Professionals WA	X		X		X

#### Strategy 4.2 Improve community awareness of disability and access issues

Projects and Actions		2022/23	2023/24	2024/25	2025/26	2026/27
4.2.1	Develop a section on the Shire's website relating to disability access and inclusion	X	X			

### Objective 5 People with disability have the same opportunities as other people to make complaints to the Shire of Waroona

#### Strategy 5.1 Ensure that grievance mechanisms are accessible for people with disability and are acted upon

Projects and Actions		2022/23	2023/24	2024/25	2025/26	2026/27
5.1.1	Review current grievance mechanisms and implement any recommendations	X		X		X
5.1.2	Develop other methods of making complaints	X		X		
5.1.3	Promote accessible complaints mechanisms to the community		X		X	

### Objective 6 People with disability have the same opportunities as other people to participate in any public consultation by the Shire of Waroona

#### Strategy 6.1 Ensure that people with disability are actively consulted about the Access and Inclusion Plan and any other significant planning processes

Projects and Actions		2022/23	2023/24	2024/25	2025/26	2026/27
6.1.1	Consult people with disability in a range of different consultation mediums such as focus groups, interviews and surveys		X		X	
6.1.2	Develop a register of people to provide comments on access and inclusion issues		X			

#### Strategy 6.2 Ensure that people with disability are aware of and can access other established consultative processes

Projects and Actions		2022/23	2023/24	2024/25	2025/26	2026/27
6.2.1	Complete the <i>Public Participation checklist*</i>	X	X	X	X	X
6.2.2	Ensure agendas, minutes and other documents are available on request in alternative formats and are published on the Shire's website	X	X	X	X	X
6.2.3	Install an audio loop in Council Chambers			X		

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

**Strategy 7.1** Ensure inclusive recruitment practices are used

Projects and Actions	2022/23	2023/24	2024/25	2025/26	2026/27
7.1.1 Formulate an Equal Employment Opportunity statement to be incorporated into advertisements when advertising job vacancies	X				
7.1.2 Ensure job advertisements are in an accessible format	X				
7.1.3 Hold interviews at an accessible venue	X	X	X	X	X

**Strategy 7.2** Research appropriate Disability Employment Service providers

Projects and Actions	2022/23	2023/24	2024/25	2025/26	2026/27
7.2.1 Check Disability Employment Service providers within vicinity	X		X		X
7.2.2 Arrange to meet with three providers to determine the most suitable for recruitment requirements	X		X		X

**Strategy 7.3** Provide support and training for management staff

Projects and Actions	2022/23	2023/24	2024/25	2025/26	2026/27
7.3.1 Deliver information sessions for management and staff on inclusive employment practice through a Disability Employment Service provider or training provider		X			X

**Strategy 7.4** Ensure policies and procedures are regularly reviewed considering people with disability

Projects and Actions	2022/23	2023/24	2024/25	2025/26	2026/27
7.4.1 Regularly consider people with disability when developing and reviewing occupational safety and health, and workplace accessibility policies and procedures	X	X	X	X	X
7.4.2 Develop procedures relating to employment opportunities including casual, volunteer or work experience for people with disability.		X			

\* Checklists, as originally included in the Disability Services Commission's 2014 Access and Inclusion Resource Kit, have been adapted to suit the context of Shire of Waroona's services, facilities and resources. The updated versions of these checklists are stored electronically on the Shire's internal Corporate Management system.

## Responsibility for Implementing the Access and Inclusion Plan

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Implementing the Shire of Waroona Access and Inclusion Plan is the responsibility of all operating sections of the Shire. The *Disability Services Act 1993* requires all public authorities to take all practical measures to ensure that the Access and Inclusion Plan is implemented by its officers, employees, agents and contractors. The Department of Communities describes an 'agent' or 'contractor' as:

- An agent is a person or business authorised to act on another's behalf.
- A contractor is an entity who performs a service or delivers a product under an agreement (or contract) with a public authority.
- There is an exchange of money for services (this includes grants).

## Communicating the Access and Inclusion Plan

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The availability of the Access and Inclusion Plan will be publicised in the local community newspaper and directly to disability service organisations, groups and interested individuals. The Access and Inclusion Plan will be available on the Shire's website and by request in alternative formats, including print (standard or large), electronic format or Braille.

Shire officers will be advised of the contents of the Access and Inclusion Plan and their responsibilities during regular internal meetings. Agents and contractors used by the Shire will be advised about the Access and Inclusion Plan through procurement documentation and through capacity-building initiatives included in the Plan's strategies.

## Resourcing the Access and Inclusion Plan

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To facilitate the achievement of the community's long-term goals and aspirations as expressed in Waroona 2030 and the Corporate Business Plan, informing strategies have been developed to ensure the required financial strategies, infrastructure and workforce are in place.

### Long Term Financial Plan

The Long Term Financial Plan is Council's ten year financial planning document with an emphasis on long term financial sustainability.

Financial sustainability is one of the key issues facing local government due to several contributing factors including ageing infrastructure and constraints on revenue growth. This document tests the community aspirations and goals against financial realities. Included within the Long Term Financial Plan are:

- Assumptions used to develop the Plan;
- Projected income and expenditure, balance sheet and cash flow statements; and
- Methods of monitoring financial performance

Balancing expectations, uncertainty of future revenue and expenditure forecasts are some of the most challenging aspects of the financial planning process.

As such, the longer the planning horizon, the more general the plan will be in the later years. Every effort has been taken to present the most current estimates and project scopes to be included in the Plan.

## Asset Management Plan

The Asset Management Plan assists Council to provide the required level of service in the most cost effective manner through the creation, acquisition, maintenance, operations, rehabilitation and disposal of assets to provide for present and future generations.

The Plan is part of an overall framework that aims to present information about assets, provide evidence of responsible asset management and compliance with regulatory requirements, and summarise information with regard to funding aimed at maintaining assets at the required levels of service

Council utilises integrated decision making to ensure that built, social, economic and natural impacts of asset provision and maintenance are properly considered throughout the asset management lifecycle.

Council's strategic financial planning will ensure that:

- Funding requirements are assessed; and
- Additional funds are identified where appropriate for the investment in new and upgraded assets.

## Workforce Plan

The Workforce Plan provides a framework and strategy to address the human resourcing requirements for Council's Corporate Business Plan, and as such, has a four year horizon. The Plan recognises that Shire employees need to bring commitment, energy and flexibility to the workplace. In return, staff need clarity regarding how their personal goals align with organisational goals and priorities. This requires an investment in developing leaders, managers and employees with the right skills for our diverse businesses. It also requires clear learning pathways linked to performance development and an ongoing investment in attracting and retaining talented people, while maintaining a focus on workplace health and wellbeing.

The Shire is committed to the ongoing identification of efficient operating methods and is increasingly using technology to automate processes. The need to minimise financial impact to ratepayers is priority, and therefore, no additions to the workforce are planned over the next four years.

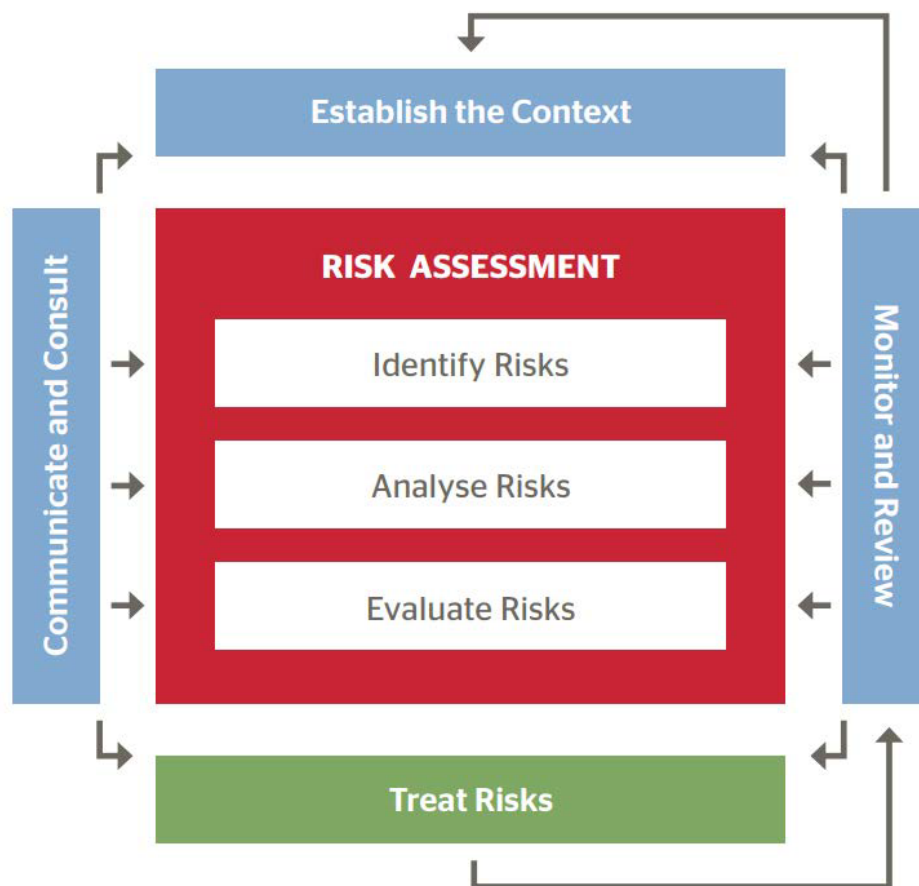


## Risk Management

The Shire of Waroona is committed to identifying, measuring and managing risks in order to capitalise on opportunities and achieve the objectives of the Council's strategic plans.

To achieve this, the Shire has adopted a risk management framework aligned to AS/NZS ISO 31000.2018 Risk Management – Principles and Guidelines. The framework, which is comprised of a Risk Management Policy and Strategy, provides a coordinated and systematic process for managing risks, integrating risk management into everyday decision making and business planning.

A Business Continuity Plan also complements this framework, ensuring that the Shire can continue to provide essential services to stakeholders in the event of a crisis or major incident.



## Reviewing & Reporting

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The Shire of Waroona has a robust reporting framework in place that tracks key performance indicators at the individual, service area and organisational level. The Chief Executive Officer has targets and objectives that are set and revised by the Council to deliver on key Council priorities.

The Shire's performance data is captured in our corporate database, ensuring that appropriate responsibilities, timeframes, measures and progress are accounted for. Another major performance measure is compliance with the Reporting Advisory Standards.

The *Disability Services Act 1993* requires that disability access and inclusion plans be reviewed at least every five years. Whenever disability access and inclusion plans are amended, a copy of the amended plan must be lodged with the Disability Services Commission.

The Shire will measure success and progress of the Access and Inclusion Plan through the following mechanisms:

- Community perception survey undertaken;
- Delivery of projects on time and on budget;
- Regular progress reporting to Council and the community; and
- Progress on the delivery of the Access and Inclusion Plan will be reported in the Shire's Annual Report.

The Shire is also required to report on progress in the prescribed format to the Disability Services Commission annually.

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Shire of Waroona

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