



SHIRE OF MOORA

**DISABILITY ACCESS & INCLUSION
PLAN**

2017 – 2022

This plan is available upon request in alternative formats such as large print, electronic format (disk or emailed).

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Acknowledgements

The Shire of Moora acknowledges the input received from staff and community members in particular Mr Brett Wyatt who in a wheelchair tested our Town on behalf of the disabled community, this has been invaluable in the preparation of this DAIP.

BACKGROUND

The Shire of Moora

The Shire of Moora covers an area of 3788 square kilometres and includes the townships of Bindi Bindi, Watheroo, Miling, Coomberdale and Moora, and the localities of Koojan and Round Hill. The Shire is primarily a pastoral and farming district.

The town of Moora was gazetted on 12 April 1895. Moora became a separate Road Board on 11 December 1908 and later became the Shire of Moora on 1 July 1961. The town of Moora is situated 180 kilometres from Perth on the banks of the Moore River and is the largest inland service centre between Perth and Geraldton providing services to a population catchment of 6000 residents within a 100 kilometre radius.

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

The Town of Moora has a number of facilities provided by the Shire of Moora for sport recreation and community arts including:

- Recreation Sports Centre
- Moora Performing Arts Centre
- Moora Memorial Swimming Pool
- Moora Community Resource Centre
- Apex Park
- Sculpture Park
- Centenary Park
- Federation Park
- Pioneer Park
- Rotary Clock Park
- Moora Sports Ground
- Skate Park

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

Services to property: construction and maintenance of council owned buildings; construction and maintenance of roads, footpaths and cycle facilities; land drainage and development; waste collection and disposal; litter control and street cleaning; planting and caring for street trees; numbering of buildings and lots, street lighting; and bush fire control.

Services to the community: provision and maintenance of playing areas, parks, gardens, reserves and facilities for sporting and community groups; management of recreation centre and swimming pool; library and information services; immunisation and health education; citizenship ceremonies; youth services and community events; support of dental and medical services and provision of a caravan park and provision of sewerage facilities.

Regulatory services: planning of road systems, sub-divisions and town planning schemes; building approvals for construction, additions or alterations to buildings; environmental health services including food premises inspections, vector control and ranger services includes dog control & cat control and the development, public

swimming pool, maintenance and control of parking, bush fire control and emergency management.

General administration: the provision of general information to the public and the lodging of complaints and payment of fees including rates and dog licenses.

Processes of government: ordinary and special council and committee meetings; electors meetings and election of council members and community consultations.

People with disabilities in the Shire of Moora

The residential population of the Shire of Moora is currently estimated to be around 2539 according to figures from the last Australian Bureau of Statistics census 2012, this is a slight increase of some 66 people since the last census carried out in 2006.

According to the Australian Bureau of Statistics (ABS) Survey of Disability, Ageing and Carers (2003), 20.6% of Australians or more than one in five people, identify themselves as having some form of disability. Reports from the ABS estimate that there are around 363 people with some form of disability living within the Shire of Moora¹ this equates to 14% of the population. In addition, the population is beginning to grow against the general declining trend in most rural areas.

Discussions with the local Disability Co-ordinator advises that there are at least 40 families within the region where the Department of Disability Services provides support. This includes the Shires of Moora, Wongan-Ballidu, Victoria Plains and Dalwallinu.

Of the disabled population there are some 20 people located in the Shire of Moora who have some form of disability. Of these 36% are female and 64% are male. Of these the majority are male adults of which 63% are employed part time. Very few live independently as nearly all live with family where they have access to consistent regular support.

Only a small proportion of individuals don't yet attend school – the majority (57%) are in primary school or high school. Of these 80% attend their local State Government School. The majority of these are autistic and will need to be provided for with sensitivity.

Everyone has a clearly detailed plan outlining who they are, their interests, strengths, support needs and specific goals for the next 12 months.

The vast majority of these goals revolve around involvement in the local community and building life skills which promotes independence. Younger children may want to build social and other therapy skills and their parents may want support with accessing training so they are better able to meet their child's needs. For teenagers the goals tend to revolve more around participating in after school activities and making friendships, while young adults, obtaining employment and a driver's license is often the primary goal.

Planning for better access

It is a requirement of the WA Disability Services Act that all local government authorities develop and implement a Disability Access and Inclusion Plan (DAIP) that outlines the ways in which the authority will ensure that people with disabilities have equal access to its facilities and services. Other legislation underpinning access and inclusion includes the WA Equal Opportunity Act (1984) and the Commonwealth Disability Discrimination Act 1992 (DDA). While Action Plans are not compulsory under the DDA, they can assist organisations become more accessible and inclusive, and can provide some clarity during disability discrimination proceedings. A DAIP may also satisfy the DDA's requirements for Action Plans.

Progress since 2012

The Shire of Moora is committed to facilitating the inclusion of people with disabilities through the improvement of access to its facilities and services. Towards this goal the Shire adopted its first DSP in 1996 to address the barriers within the community for people with disabilities. The DSP addressed both its statutory requirements under the WA Disability Services Act (1993) and its obligations under the Commonwealth Disability Discrimination Act (1992).

Since the adoption of the initial DSIP, the Shire has made significant progress towards better access. Examples of achievements of the now called Disability Access and Inclusion Plan (DAIP) include:

- Provision of accessible disabled facilities to one of the Shire Chalets used for temporary accommodation when visiting Town.
- All public stairs have had the risers marked in white paint so sight impaired persons can see the step edges.
- Shire in co-operation with BGC and the Post Office have provided a disabled ramp to the post office and access to post boxes on the outside of the building which were at a different level;
- The Shire Office Administration Building has had automatic doors fitted and changes made to the access ramp so it is one continuous level.
- Cross walk identified between Dr Surgery in aged friendly community strategy has been prioritised for aged grand funding and is now completed.
- 9 new extra aged care units were built and added to Aged Care Facility in conjunction with Health Funding;
- Footpaths have been upgraded in Moora Town shopping precinct and, path between Hospital and Aged Care facility has also been upgraded;
- New footpaths have been constructed in Keene Street, Atbara Street, Melbourne Street and Berkshire Valley Road from Gardiner Street to the TAFE College;
- New completed and passed EEO Policy
- Shire of Moora Financial Hardship Policy includes access to hearing and

- sight services for people with disabilities ;
- Aged Friendly Community Forum which included a number of disabled people who were encouraged to participate and provide input into issues that posed problems to them and their daily life, the following issues were raised:-
 - Disabled access to parks for wheelchairs is not good
 - Access to Shire Administration Building is difficult
 - Footpaths need to be upgraded in some areas of the Town
 - Access to Dental Surgery is not possible for a wheelchair
 - Wheelchair access to some community events are not possible e.g. Apex Park and Hockey Clubrooms Building
 - A new disabled access chair lift for swimming pool has been purchased and installed;
 - Government funding has been approved for Hydro-therapy Pool to be located at the Moora Aged Care Centre in Dandaragan Street in Moora.
 - Government Grant approved for New Men's Shed which will include disabled facilities and a changing places facility

Progressing for the next 5 Years

The Shire of Moora is looking forward to making the Shire of Moora more accessible and to be a recognised destination for families and a communication and commercial centre recognised by State Government Departments including Health and Education.

Funding has been approved for previous called Moora Residential College/St James College to be upgraded as a residential college for high school children; an upgrade is proposed to the Moora Regional Hospital to include a dental facility so disabled persons will in the future be able to access a dental facility, previously the old facility design did not allow them access.

The Shire is committed to constructing a Hydrotherapy Pool to facilitate people with mobility issues including able bodied persons with sport and other injuries, and the Aged and Disabled persons; construction of new aged care residential units for aged persons to meet demand.

Council is looking towards the construction of a new Shire Administration complex; the siting and construction of a nature based playground for children of all ages including disabled children.

ACCESS AND INCLUSION POLICY STATEMENT

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

The Shire of Moora 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 disabilities, providing them with the same opportunities, rights and responsibilities enjoyed by all other people in the community.

The Shire of Moora recognises that people with disabilities are valued members of the community who make a variety of contributions to local social, economic and cultural life. The Shire 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.

The Shire of Moora believes that people with disabilities, their families and carers who live in country areas should be supported to remain in the community of their choice.

The Shire of Moora is committed to consulting with people with disabilities, their families and carers and where required, disability organisations to ensure that barriers to access and inclusion are addressed appropriately.

The Shire of Moora is committed to ensuring that its agents and contractors work towards the desired outcomes in the DAIP.

The Shire of Moora is committed to working in partnership with local community groups and businesses to facilitate the inclusion of people with disabilities through improved access to facilities and services in the community.

The Shire of Moora is committed to achieving the seven desired outcomes of its DAIP.

DEVELOPMENT OF THE DAIP

Responsibility for the planning process

The Manager of Development Services is responsible for putting together this review of the DAIP in consultation with the Shire CEO, Management, Administration Staff and Community including the Department of Disability Services

Community consultation process

In June 2012, the Shire undertook to review its DAIP, consult with key stakeholders and draft a new DAIP to guide further improvements to access and inclusion. This was done by way of a survey carried out within the community of Moora. In 2017 a similar process was undertaken with the inclusion of the use of Survey Monkey an online electronic survey of which 12 responses were obtained, a hard copy survey form was developed and distributed to Post Office, Doctor's Surgery, Delmoor Centre whilst seniors were present, Shire Administration and a number of forms were sent to Department of Disability Services of which 14 responses were obtained.

The process included:

- Examination of the Shire's existing DAIP to see what has been achieved and what still needs work;
- Investigation of contemporary trends and good practice in access and inclusion;
- Consultation with Shire staff; and

- Consultation with the community.

The Disability Services Regulations 2004 set out the minimum consultation requirements for public authorities in relation to DAIPs. Local government authorities must call for submissions (either general or specific) by notice in a newspaper circulating in the local district of the local government under the Local Government Act 1995 or on any website maintained by or on behalf of the local government authority. Other mechanisms may also be used.

In May 2017 the community was informed through the local newspaper (Northern Valleys News), through community organisations and on the council's website, that the Shire was developing a disability access and inclusion plan to address the barriers that people with disabilities, their families and carers experience in accessing council functions, facilities and services.

The community was advised that they could provide input into the development of the plan by taking part in a community consultation provided by both hard copy survey form and electronic survey. The various consultation methods offered included:

- A community survey form. This was available electronically or in hard copy at the council offices. Survey forms were posted, emailed or faxed to the consultants, 14 responses delivered to the Shire and 12 responses were received from Survey Monkey.
- Phone interviews with community members.
- Interviews with key staff. One interview conducted.
- A survey of council staff by e-mail and in hard copy. One response

Areas identified from previous Disability Services Access & Inclusion Plan include:-

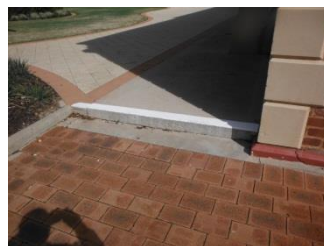
- **No pedestrian railway crossover in the centre of town.** People crossing railway line near post office and near tell-centre to get to public toilets;
This has been completed!
- **Need crossings with warning signs at strategic locations on roads;** Not completed! **Negotiations with Main Roads who are responsible for crosswalks have resulted in Main Roads disagreeing with the need for crosswalks as they are viewed as being dangerous.**
- **Footpaths are not accessible for people using wheelchairs.** Need better maintenance, better kerb ramps, better transition between footpaths and roads; This has been partly completed but has again been recognised and will be included in next year's budget.
 - **Town Centre footpaths have been upgraded and will continue to be upgraded.**
 - **Footpath between Hospital and Aged Care Centre has been upgraded**
 - **New Footpath has been constructed between Gardiner Street and TAFE College along Berkshire Valley Road;**
 - **New Footpath constructed between Stafford and Beasley Streets along Keane Street;**

- **New footpath constructed along Melbourne Street between Atbara and Dargai Streets.**
- **Not enough ramp access and footpaths in general;**
An Access ramp has been constructed at the Post Office through a joint operation by the Shire of Moora, BGC & the Post Office;
 - **a new access ramp has been constructed by the Shire of Moora to its Administration Building in Padbury Street to facilitate an automatic opening door .**
 - **Some footpaths have been constructed and restored.**
- **Footpaths (concrete) should be on both sides of the road;**
This is a bit excessive for a small country Town as access to funding has been less than adequate.
- **Street lighting is not adequate;**
This has been identified in this year's budget and areas of the shopping precinct have been targeted to be upgraded. **This is an ongoing issue though Council has tagged this as an issue to be resolved with most serious areas to be treated first.**
- **Accessible parking is limited;**
It is recognised that there is limited disabled car bays within the town site of Moora and the marking on the bays is incorrect this will be corrected in 2017/18; **this issue is in the process of being resolved;**
- **A park home for tourists who have disabilities is recommended;**
This has been completed as chalet 6 at the caravan park has been fitted out for the disabled.
- **Buildings requiring access improvements include;** the doctors surgeries, shire offices, TAFE campus, tele-centre, hockey pavilion, butcher, bakery, Country Choice, Drovers Inn and Auto Pro; Some of these buildings have been attended to but those of the commercial sector still have work to be carried out. **As mentioned earlier Post Office and Shire Offices have been resolved.**
- **Crosswalk between liquor store and swimming pool required;**
This is a Main Roads project application is to be made to Main Roads for a cross walk. **Main Roads in the past have not agreed to this proposal as they feel crosswalks are in fact more dangerous.**
- **Heavy doors at some facilities, self-opening better;**
This is a future budget item and is a low priority at the moment. **As mentioned earlier Shire Administration Building has been attended to.**
- **Park generally not accessible and no suitable play equipment for people with disabilities; this has been acknowledged and when playground is due to be replaced it will incorporate equipment that can be used by the disabled and access will be provided.**
- **Public documentation not available in large print or audio;** This has been corrected, New printed stationery has had printed at the bottom of the page "This document is available in Large Print.
No disability awareness training arranged. Staff need more awareness due to ageing population;
Training videos have been supplied and are planned to provide staff training.
- **Need more information on accessibility to funding and resources for children's respite care for carers; This information is available through the Public Health Department;**

- **More community facilities and services required e.g. gym, library, hairdresser, grocery store and fuel station;**
All these facilities are available in Town of Moora.
- Encourage business community to improve access to parking and movement within shopping areas;
All new businesses are required to provide access to the disabled through Planning and Building Services
- Promote employment of people with disability – they can make very good workers.
All jobs provided by the Shire are open to everyone including people with disabilities. The Shire employs two persons with disabilities one at the library on Saturdays and a part time cleaner 5 days a week.



Post Office Access



Painted steps



Access to CRC Building



Chalet 6 disabled



New Crossing Dr Surgery



Automatic door and ramp

Findings of the 2017 consultation

The review and consultation found that most of the initial objectives in the 2012 DAIP had been achieved and that a new plan was required, to ensure currency and relevance. Most of the issues that were recognised in the 2012-2017 DAIP review have been addressed. The new 2017-2022 plan should not only address current access barriers but also reflect contemporary values and practices, such as striving for inclusion and meeting more than the minimum compliance with access standards. The plan must also keep abreast of legislative and regulatory changes. The Shire of Moora like most small Shires have only limited access to funds which when available have a wide and varied demand. The Shire of Moora has a vision for its future and is in the process of developing a growth strategy for the Shire to take it forward.

Access Barriers

While the previous DAIP review and consultation noted a great deal of achievement in improving access it also identified a range of barriers that still require action. Comments and suggestions from the consultation along with recent actions that have been undertaken about existing access barriers include:

- 2 reports - Step on south side of the Moora Performing Arts Building often catches people out; **this step has since been painted to define the riser but it does need to be addressed to facilitate wheelchairs and a hand rail for the elderly.**
- 3 reports on steepness of some curbs and paths particularly the access to the clock tower area ramp is too steep. This was identified by a person in a wheel chair who traversed the Townsite testing Shire facilities. **These issues will be targeted in future budgets.**
- Two reports on insufficient access areas for wheelchairs to cross the road at Dandaragan Street in the main shopping area particularly on the north side of the road. Requires curb access to get across the road outside the Wales Bank.
- One report - Disabled parking bay to be provided outside Post office with handrail for elderly to get onto footpath.
- Request that footpaths and entry's to drive ways need to be inspected on a regular basis as some are in a poor condition for walking, riding bikes, wheel chairs and gophers. The Shire carries out the initial installation of driveways but do not maintain them as this is up to the owners of individual properties. The Shire maintains the footpaths and is currently looking at its footpaths plan for the Shire. **The Shire has constructed a circular driveway at the home of a disabled person in Ranfurly Street to accommodate them accessing their house easier.**
- Apex Park is too far away for seniors to access toilets, request that the swimming pool toilets be accessible to the public. Pool is open as from 10th October 2012 and available to those person wishing to use toilets. Access to toilets will be available during the winter month via the front of the building from the car park. Access to the Pool will not be permitted during these months. During the summer months access will be via the pool under the Pool Managers watchful eye
- Since the introduction of the gym at the Recreation Centre meetings have been impossible in the bar area due to the noise from the Gym Members. This is an area that requires negotiation and either relocate meetings to another area or see just what the noise being complained of is.

The findings of the review and consultation informed the development of strategies in the DAIP.

Responsibility for implementing the DAIP

It is a requirement of the Disability Services Act that public authorities must take all practical measures to ensure that the DAIP is implemented by its officers, employees, agents and contractors.

Implementation of the DAIP is the responsibility of all areas of council. Some actions in the Action Plan will apply to all areas of council while others will apply to a specific area. The Action Plan sets out who is responsible for each action.

Communicating the plan to staff and people with disabilities

- In July 2017 the plan was finalised and is to be adopted by council after advertising the plan to the public.
- As with previous DAIP Plan once developed plan has been advertised to the public and no submissions received the plan will be approved by Council.
- Council will advise, through the local media – newspaper and radio, that copies of the plan will be available to the community upon request and in alternative formats if required, including hard copy in standard and large print, electronic format, audio format on cassette or CD, by email and on the council website.
- As plans are amended both staff and the community will be advised of the availability of updated plans, using the same methods.

Review and evaluation mechanisms

The Disability Services Act sets out the minimum review requirements for public authorities in relation to DAIPs. The Shire's DAIP will be reviewed at least every five years, in accordance with the Act. The DAIP Implementation Plan may be amended on a more regular basis to reflect progress and any access and inclusion issues which may arise. Whenever the DAIP is amended, a copy of the amended plan will be lodged with the Disability Services Commission.

Review and monitoring

- The Chief Executive Officer will oversee the implementation of the plan. Stakeholders involved in implementing particular strategies identified in the plan will report progress quarterly to the Chief Executive Officer for consideration at Management Executive Team meetings.
- The review of the Shire's DAIP will be included in the DAIP 2017-2022 which will be submitted to the Disability Services Commission in 2017. The report will outline what has been achieved under the Shire's DAIP 2012-2017.
- The Chief Executive Officer will prepare a report each year on the implementation of the DAIP. A status report will be provided to council for formal endorsement.

Evaluation

- Council will endorse any reports on the disability access and inclusion implementation process annually.
- Once a year prior to 31 July council will provide advice to the community regarding the implementation of the DAIP and seek feedback on the effectiveness of strategies. This will inform the further implementation of the plan.

- A notice about the consultation process will be placed in the local newspaper, posted on the Shire's website.
- In seeking feedback the Shire will also seek to identify any additional barriers that were not identified in the initial consultation.
- The Shire will use some of the consultation processes used during the initial consultations including questionnaires and telephone interviews.
- Elected members of council and council officers will also be requested to provide feedback on how well they believe the strategies are working and to make suggestions for improvement.
- The DAIP will be amended based on the feedback received and copies of the amended Plan will be available to the community in alternative formats once endorsed by council.

REPORTING ON THE DAIP

The Disability Services Act sets out the minimum reporting requirements for public authorities in relation to DAIPs.

Council will report on the implementation of its DAIP through its annual report and the prescribed proforma to the Disability Services Commission by 31 July each year, outlining:

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

STRATEGIES TO IMPROVE ACCESS AND INCLUSION

As a result of the review and consultation process, the following overarching strategies will guide tasks reflected in the DAIP Implementation Plan, that the Shire of Moora will undertake from 2017-2022 to improve access to its services, buildings and information. The seven desired outcomes provide a framework for improving access and inclusion for people with disabilities in the Shire of Moora.

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

	Strategy	Timeline	Responsibility
1.1	Ensure that all of the Shire's policies and management practices are consistent with the DAIP and support equitable access to services by people with disabilities.	Dec 2017	All Managers
1.2	Develop links between the DAIP and other council plans and strategies, and implement the DAIP consistently across the organisation.	August 2017	All Managers
1.3	Ensure all Shire events are planned using the Accessible Events Checklist (In the State Government Access Guidelines). Make the checklist available on the Shire web page and promote this to staff.	August 2017	Community Development Officer
1.4	Design all briefs and selection processes for contractors to ensure they meet legislative requirements concerning disability requirements.	June 2018	Manager Engineering Services
1.5	Continue to implement the Shire's footpath program. Respond as a matter of priority when a person with disability reports difficulties regarding lack of or condition of footpath.	Ongoing and in accordance with budget parameters	Manager Engineering Services
1.6	Review the Shire's sport and recreation services, facilities and programs regarding access and inclusion for people with disabilities.	June 2018	Chief Executive Officer
1.7	Make the library technology as accessible as possible in accordance with budget provisions.	December 2017 and in accordance with budget provisions'	Deputy Chief Executive Officer
1.8	Encourage the business community to consider the needs of people with a disability when providing facilities and services.	December 2018	Manager Development Services

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

	Strategy	Timeline	Responsibility
2.1	Schedule and implement remedial works to meet recommendations from the 2017 Public Buildings Access Inspection of the Shire of Moora buildings and facilities and address issues raised in the DAIP consultation.	July 2017	Manager Engineering Services
2.2	Ensure that accessible playground guidelines are considered when purchasing any new playground equipment.	As required	Manager Development Services
2.3	Ensure that key regulatory staff maintains an awareness of the developments regarding a Premises Standard under the Building Code of Australia.	July 2017	Manager Development Services
2.4	Develop all briefs, tenders and contracts to ensure the Shire's agents and contractors provide services that are consistent with the Shire's DAIP and access and inclusion principles.	July 2017	Manager Engineering Services

Outcome 3: People with disabilities receive information from a public authority in a format that will enable them to access the information as readily as other people can access it.

	Strategy	Timeline	Responsibility
3.1	Ensure that all public information is made in clear and concise language and is available in alternative formats on request.	Ongoing	All Managers
3.2	Promote the availability of council information in alternative formats upon request.	Ongoing	All Managers
3.3	Improve staff awareness of accessible information needs and how to obtain information in other formats.	Ongoing	All Managers
3.4	Review and where necessary amend the Shire's Style Guide to ensure compliance with the State Government Access Guidelines for Information, Services and Facilities.	July 2017 to be considered in line with budget consideration	Deputy Chief Executive Officer
3.5	Ensure all public information is compliant with the State Government Access Guidelines for Information, Services and Facilities.	July 2017	All Managers
3.6	Provide Auslan interpreters as required (if available).	As required and in accordance with budget provisions	Approval by Chief Executive Officer
3.7	Utilise the National Relay Service to communicate by phone to people who are deaf and who use a TTY phone.	As required and in accordance with budget provisions	Council Approval
3.8	Ensure that the Shire's website meets contemporary good practice.	July 2017	Community Service Officer

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

	Strategy	Timeline	Responsibility
4.1	Make resources, such as the Creating Accessible Events checklist, Accessible Information Guidelines and State Government Guidelines on Access, readily available to staff on the Intranet and promote this availability.	July 2017	All Managers
4.2	Assess training needs and conduct tailored disability awareness training for staff across all areas.	December 2017 in accordance with budget provisions	Deputy CEO through HR Officer
4.3	Include disability access awareness information in the Shire's induction material provided to new staff and new elected members.	December 2017	Human Resource Officer

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

	Strategy	Timeline	Responsibility
5.1	Review the Shire's complaints policy & procedures to ensure they meet the needs of people with different types of disabilities.	Complied Reviewed annually	Manager Development Services
5.2	Ensure employees are aware of the accessible complaints mechanisms and know how to support people to use them.	December 2017	All Managers
5.3	Promote the Shire's accessible complaints mechanisms to the community.	This has been advertised	All Managers

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

	Strategy	Timeline	Responsibility
6.1	Review the Shire's community participation processes to ensure equal opportunities for participation by people with disabilities.	June 2018	Community Development Officer
6.2	Ensure consultation documents are available on the website in an accessible format and in alternative formats on request.	December 2017	Deputy Chief Executive Officer
6.3	Improve access for people with disabilities to the established consultative process of council.	June 2017	Chief Executive Officer
6.4	Ensure meetings and forums held as part of community consultations comply with accessible events guidelines.	June 2017	Community Development Officer
6.5	Ensure all aspects of council meetings are accessible.	December 2017	Chief Executive Officer

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

	Tasks	Timeline	Responsibility
7.1 Use inclusive recruitment practices	1.1 Shire Human Resource Officer to ensure job advertisements are in an accessible format (12 or 14pt, Arial)	Currently occurs	Human Resource Officer
	1.2 Shire of Moora to ensure that all employment position application advertisements include an Equal Employment Opportunity statement in the advert.	As Above	Human Resource Officer
	1.3 The Shire of Moora shall make sure that all interviews are held in an accessible venue	As Above	Human Resource Officer and responsible Managers
7.2. Improve methods of	2.1 The Shire of Moora shall examine its current methods of recruitment	End of August 17	Human Resource Officer

attracting, recruiting and retaining people with disability	2.2 The shire of Moora shall assess its current percentage of employees with disability	As Above	Human Resource Officer
	2.3 The Shire of Moora shall carry out a survey of the community to gain feedback to improve methods of attracting, recruiting and retaining people with disability.	As Above	Human Resource Officer
7.3. Work with key disability employment support providers to employ a person with a disability	3.1 The Shire of Moora shall check availability of Disability Employment providers within a 15km radius of Moora	End August 2017	Human Resource Officer
	3.2 The Shire of Moora shall Seek assistance to develop a flexible job description as and when is necessary.	As and when necessary if required	Human Resource Officer
	3.3 The Shire of Moora shall seek assistance with advertising, interview, and employment requirements including reasonable adjustment if and when necessary.	As and when necessary if required	Human Resource Officer