

Town of Port Hedland
Disability Access and Inclusion Plan
2013 – 2017

Implementation Plan
Progress Report for 2014 – 2015



This document report is covering seven different outcomes:

- 1) People with disability have the same opportunities as other people to access services of, and any event organised by, the Town of Port Hedland.
- 2) People with disability have the same opportunities as other people to access the buildings and other facilities of the Town of Port Hedland
- 3) People with disability receive information from the Town of Port Hedland in a format that will enable them to access the information as readily as other people are able to access it.
- 4) People with disability receive the same level and quality of service from the staff of the Town of Port Hedland as other people receive.
- 5) People with disability have the same opportunities as other people to make complaints to the Town of Port Hedland
- 6) People with disability have the same opportunities as other people to participate in any public consultation held by the Town of Port Hedland
- 7) People with disability have the same opportunities as other people to obtain and maintain employment with the Town of Port Hedland



Post-note: A highlighted background means that the item is complete.

Outcome 1: People with disability have the same opportunities as other people to access services of, and any event organised by, the Town of Port Hedland.

Number of Strategies planned under Outcome 1:	9
Number of strategies completed under Outcome 1:	9

Strategy	Task	Timeline	Responsibility	Update June 2015
Ensure all policies and management practices support equitable access to services by People with disability across Council	Ensure that all relevant Town's policies and management practices support equitable access to services by People with disability throughout the various functions of Council (and are in Plain English).	2013 – 17 (ongoing as policies are reviewed or created)	Governance	Completed in 2013. Ongoing to ensure equitable access.
	Ensure the Plan is linked with the Town's strategic plan and other Town strategies to embed inclusive practice across the organisation.	2013 – 17 (ongoing as plans are reviewed or created)	Governance	Complete in 2013 and ongoing.
Monitor and gather feedback on progress in relation to DAIP outcomes across council and report as and when required to the Disability Services Commission	Develop annual status reports, including contractor information, and lodge with Disability Services Commission by 4 July each year	Annual, 2013 – 17	Governance and Community Development	To be completed at end of 2014/2015 financial year. Ongoing.
	Include annual status report in TOPH Annual report	Annual, 2013 - 17	Governance and Community Development	Ongoing.



Ensure staff and community have access to and know about appropriate resources to plan and run Accessible Events	Develop a simple framework for community partnership engagement	2014/15	Community Development	Complete. Resource documents to run accessible events are available via the Town of Port Hedland website.
Provide more inclusive recreation programs and school holiday programs.	Seek feedback from people with disability on hardware and software needs	2013/2014 to enable budgeting in 2014/2015	Library Services	Ongoing process. Continual feedback sought from the library clients.
Library services to provide adaptive technology to meet diverse needs	Investigate current technology	2014/2015	Library Services	Ongoing process. Continual feedback sought from the library clients.
	Build a range of adaptive technology to meet diverse needs	2014/2015	Library Services	Ongoing process. Continual feedback sought from the library clients.
Advocate on behalf people with disability to relevant organisations	Facilitate training on access and inclusion for sporting groups and associations	Immediate and ongoing	Sport and Recreation	Complete. Club Development officer seeks opportunities to improves access and inclusion for sporting clubs and associations on an ongoing basis.



Outcome 2: People with disability have the same opportunities as other people to access the buildings and other facilities of the Town of Port Hedland

Number of Strategies planned under Outcome 2:	13
Number of strategies completed under Outcome 2:	8

Strategy	Task	Timeline	Responsibility	Update June 2015
Improve access to existing buildings and facilities	Conduct an access audit of Town buildings and facilities, including emergency egress and signage,	2014/15	Building Services	Planning has commenced to undertake the project. To be actioned in 15/16.
	Incorporate access for People with disability into the Asset Management Strategy	2014/15	Community Development	Complete. The AM Strategy sets asset management objectives, practices and strategies for the improvement of the asset base and the asset management system. This document was endorsed in 2012 and will address compliance and levels of service from a disability access perspective.
	Investigate using the You're Welcome WA website to provide the community and tourists with useful	2014/15	Community Development	Investigations are ongoing.



	information on accessibility derived from the access audit			
Ensure all new developments are accessible	Ensure that the advice of an appropriately experienced Access Consultant is sought where required when planning and designing any public facilities or undertaking major refurbishments.	Immediate and Ongoing	All Managers	<p>This process has begun. Eg:</p> <p>Disability access review undertaken for SHAC ramp and Colin Matheson Oval clubroom design. Civic Centre refurbishment project will include addressing access requirements and compliance.</p>
	Ensure that expert advice, including from people with disabilities, is part of planning and implementation of projects, in addition to professional expertise.	Immediate and Ongoing	All Managers	<p>The DAIP is included as a ‘Special Conditions of Contract’ requirement in building tender documents sent to contractors. Contractors are required to report back on their actions undertaken according to the outcomes outlined in tender.</p> <p>Examples of buildings that have included the DAIP in their building requirements include:</p>



				<ul style="list-style-type: none"> • The Wanangkura Stadium • Marquee Park • Airport Redevelopment
	Ensure adequate accessible parking to meet the demand of people with disabilities, in terms of quantity and location.	Immediate and Ongoing	Planning Services	Parking compliance is a standard requirement for all building projects. This is being followed for SHAC, CMO clubrooms, Civic Centre refurbishment, linemarking of Edgar street (under review), Koombana Park, South Hedland Bowling & Tennis Club, JD Hardie external design.
	Promote accessible housing, including the principles of The Liveable Homes Guidelines, for developments within the Town of Port Hedland.	Ongoing	Planning Services	A section has been included in the draft Housing Study to promote accessible housing.
Provide accessible play opportunities for children, families and caregivers with disabilities	Develop and implement an accessible play space policy modeled on contemporary best practice.	2014/15	Technical Services	Accessible play space models are already developed across the industry. All playgrounds and play areas are designed/procured with this as a requirement.



	Conduct an access audit of the Town's existing parks and play spaces, including supporting facilities such as parking and toilets.	2014/15	Technical Services	To be actioned in 15/16.
Ensure continuous accessible paths of travel	Conduct an access audit of the Town's footpaths and develop a remedial works schedule, linked with budget planning	2014/15	Technical Services	To be actioned in 15/16.
	Ensure all new footpaths are built to a high level of accessibility and comply to legislation	Ongoing	Technical Services	Footpath program has been deferred to 2015/16. Footpath specifications have been reviewed. All subdivision footpath construction is compliant.
	Respond to requests for footpath installation or repairs as a matter of priority for people with disabilities	Ongoing	Engineering Services	Engineering Services is not aware of any specific requests.
Educate the business community about accessibility	Encourage and inform business owners regarding access to their premises and services – provide with information and have resources on the website	2014/15	Economic and Land Development Services	To be actioned in 15/16.



Outcome 3: People with disability receive information from the Town of Port Hedland in a format that will enable them to access the information as readily as other people are able to access it.

Number of Strategies planned under Outcome 3:	2
Number of strategies completed under Outcome 3:	2

Strategy	Task	Timeline	Responsibility	Update June 2015
Ensure people with hearing impairment are able to access information provided at events.	Investigate provision of Auslan interpreters for people who are deaf on request at all events.	2014/15	Community Development (events)	Ongoing. To be investigated upon request.
Consider the use of contemporary technology and social networking for information distribution and gathering staff and community feedback. Ensure an adequate ongoing supply of alternative format resources in the libraries	Library services to continue to grow its alternative format resources such as Large Print and Talking Book collections to meet community demand.	Ongoing	Library Services	Ongoing.



Outcome 4: People with disability receive the same level and quality of service from the staff of the Town of Port Hedland as other people receive.

Number of Strategies planned under Outcome 4:	0
Number of strategies completed under Outcome 4:	0

No strategies planned under Outcome 4 for 2014/15.



Outcome 5: People with disability have the same opportunities as other people to make complaints to the Town of Port Hedland

Number of Strategies planned under Outcome 5:	0
Number of strategies completed under Outcome 5:	0

No strategies planned under Outcome 5 for 2014/15.



Outcome 6: People with disability have the same opportunities as other people to participate in any public consultation held by the Town of Port Hedland

Number of Strategies planned under Outcome 6:	4
Number of strategies completed under Outcome 6:	4

Strategy	Task	Timeline	Responsibility	Update June 2015
Offer a range of ways, including the use of technology, to enable interested community members and staff to advise the Town on disability and access matters.	Investigate different real and virtual ways of involving people – meetings, a list of “armchair advisors” or “Community Eyes in the Street” using social media such as Twitter or Facebook and smartphone Apps such as “Snap, Send, Solve”.	2014/15	Community Development	Complete. Facebook and Snap-Send-Solve have been implemented and are utilised regularly. Reference group has been established to provide advice.
Ensure we provide accessible opportunities and support People with disability to take part in all consultations.	Use the Town’s Community Engagement Strategy, and access guidelines and checklists on Events and Information to plan, promote and implement all consultations.	Ongoing	Community Development	Ongoing
	Follow Consumer Involvement Principles to attract and support people with disabilities, their families and carers to take part in consultations.	Ongoing	Community Development	Lifts are offered to for those who required them for meetings. A range a consultation



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				methods are also offered (meeting, phone calls, email, etc.)
Ensure that People with disability can attend and take part in Council meetings.	Follow the Accessible Events and Accessible Information guidelines and checklists when planning and running Council meetings, including agendas, papers and minutes.	Ongoing	Governance	Ongoing for each Council and Committee meeting.



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Outcome 7: People with disability have the same opportunities as other people to obtain and maintain employment with the Town of Port Hedland

Number of Strategies planned under Outcome 7:	6
Number of strategies completed under Outcome 7:	5

Strategy	Task	Timeline	Responsibility	Update June 2015
Establish evidence base and policy to inform and support the employment of people with disabilities	Collect diversity data to monitor and promote ongoing employment of employees with disabilities.	Ongoing	People and Culture and Organisational Development	EEO Survey constructed and recorded electronically. Completed, collected via EEO survey sent to all new employees. Ongoing with new employees.
Ensure workplaces are accessible	Carry out an access audit of workplaces.	2014/15	Infrastructure Development	To be actioned in 15/16.
	Ensure new council buildings or refurbishments meet the Access to Premises – Buildings Standard, and follow enhanced standards for fit out and other areas not covered by the BCA.	2014/15	Infrastructure Development	Ongoing – this is assessed as part of the planning and building approval process. The Town has engaged access consultants for advice on projects such as the Airport Terminal Refurbishment and



				Cemetery Beach Park expansion.
	Ensure meetings are held in accessible rooms – as identified in the access audit.	2014/15	Occupational Health and Safety (People and Culture)	Complete and ongoing.
Improve recruitment practices to enable more candidates with disabilities to enter employment with the Town.	Publish a guide on employing People with disability via DES providers.	2014/15	People and Culture	JobAccess and DEEWR have these materials already published and freely available.
Improve retention of employees with a disability:	Establish employment pathways for employees with disabilities to establish clear career development opportunities.	2014/15	People and Culture	Ongoing - People and Culture to work closely with Managers to establish clear retention/career pathways for any employees identified with disabilities. Support provided by the NDRC and Job Access.