



Shire of Kulin

Disability Access and Inclusion Plan (DAIP) 2025-2030



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Alternative Formats

This document is available in alternative formats on request including electronically by email or through the Shire website, in hard copy in large and standard print and in audio.

For further information please contact Executive Manager of Community Services at the Shire on (08) 9880 1204 or emcs@kulin.wa.gov.au.

Introduction

It is a requirement of the WA Disability Services Act 1993 that all state and local government authorities implement a Disability, Access and Inclusion Plan (DAIP). The plans ensures that people with disability have equal access to its facilities and services.

DAIP's aim to assist public authorities in Western Australia to plan and implement improvements to access and inclusion across seven outcome areas addressing:

- Events and Services
- Buildings and Facilities
- Information
- Service Quality
- Complaints
- Consultation
- Employment

DAIPs are a key driver of positive change to:

- eliminate discrimination against people with disability
- provide inclusive and accessible facilities, information, services and workplaces.

The Shire of Kulin is committed to building a connected, inclusive, and accessible community where people of all abilities can fully participate in civic, social, economic, and cultural life.

Shire of Kulin recognise that access and inclusion benefit everyone—not just people with disability—and we are committed to continuous improvement, inclusive practices, and promoting a culture of equity, dignity, and respect.

Access and Inclusion Policy statement

The Shire of Kulin is committed to ensuring that the community is accessible for and inclusive of people with disability, their families and carers. The Shire of Kulin interprets an accessible and inclusive community as one in which all Shire functions, facilities and services (both in house and contracted) are as 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 Kulin:

- recognises that people with disability are valued members of the community who make a range 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 its members makes for a richer community life;
- believes that people with disability, their families and carers who live in country areas should be supported to remain in the community of their choice;
- is committed to consulting with people with disability, their families and carers and the community in general, to ensure that barriers to access are addressed appropriately;
- is committed to ensuring that its agents and contractors work towards the desired outcomes in the Shire's DAIP;
- is committed to supporting local community groups and other relevant organisations to facilitate the inclusion of people with disability through access to information, services and facilities in the community; and
- is committed to achieving the seven desired outcomes of its DAIP.

About the Shire of Kulin

The Shire of Kulin is located in the Upper Great Southern Wheatbelt and covers an area of 4,790 square kilometres. The Shire of Kulin encompasses the towns of Kulin, Pingaring, Dudinin, Jitarning and Holt Rock. The Kulin economy is based on agriculture and was settled by pastoralists in 1905.

The purpose of the Shire of Kulin is to sustain, improve and develop the Kulin region through the provision and facilitation of infrastructure, services and opportunities for businesses and quality of life for residents.

Our vision is to be a professional and progressive organisation where people enjoy working together to serve the community. Our mission is to sustain, improve and develop Kulin region through the provision and facilitation of infrastructure, services and opportunities for businesses and quality of life for residents.

Shire of Kulin functions, facilities and services

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

Services to infrastructure

- Local Government owned buildings
- Roads, footpaths and cycle facilities
- Land drainage and development
- Waste collection and disposal
- Litter control and street cleaning
- Planting and caring for street trees
- Numbers of buildings and lots
- Street lighting
- Bush fire control

Services to the community

- Recreation areas, parks, reserves and facilities for sporting and community groups
- Freebairn Recreation Centre
- Kulin Aquatic Centre and Waterslide
- Public Library and information services
- Kulin Child Care Centre
- Kulin Community Resource Centre
- Community events
- Assistance and support to community groups

Regulatory services

- Planning road systems
- Sub-divisions and town planning schemes
- Building approvals for construction, additions or alterations to buildings
- Environmental health services and ranger services, including dog and cat control
- Development, maintenance and control of parking

General administration

- The provision of general information to the public and the lodging of complains and payment of fees including rates, building and equipment hire, and dog and cat licenses

Processes of government

- Ordinary and special Council and committee meetings
- Electors' meeting and election of council members
- Community consultation
- Governance administration of local government

You can find out more about the Shire of Kulin functions and services by visiting the Shire of Kulin website – www.kulin.wa.gov.au

Planning for Better Access

It is a requirement of the Disability Services Act (1993) that all local governments develop and implement a Disability Access and Inclusion Plan (DAIP) that outlines the ways in which they will ensure that people with disability have equal access to its facilities and services. Annual Reports on activities relating to the progress of these plans are reported to state government at the end of each financial year.

Under the *Disability Services Act 1993* it is a requirement that the Shire of Kulin develop and implement a DAIP that outlines the ways in which it will ensure that people with disability have equal access to its facilities and services.

Alignment with the Shire Strategic Integrated Plan

The DAIP contributes to other key priorities of the Strategic Integrated Plan 2025 – 2035.

Strategic Pillar 2: Community

Goal 6. Safe, caring and healthy lifestyle

- 6.1 Continue the provision of a GP service for two days in Kulin
- 6.2 Facilitate opportunities for visiting ancillary health services in Kulin
- 6.3 Investigate the Staying in Place aged care model
- 6.4 Develop an Aged Friendly Community Plan
- 6.5 Develop a sport and recreation facilities plan for facility renewal and upgrade in partnership with clubs, across all towns
- 6.6 Develop and implement a 10-year bike and footpath plan inclusive of ramp access to identified sites
- 6.7 Safe and inclusive public open spaces and streets

Goal 7. Young people can stay to learn and grow in our community

- 7.2 Develop and implement a Youth Plan
- 7.3 Supporting the delivery of family friendly and youth focused community events through the CRC

Strategic Pillar 4: Civic Leadership

Goal 11. High standard of governance

- 11.4 Implement mitigation strategies for our workforce that lead essential and key Shire services

Goal 13. Residents, businesses and community groups feel heard

- 13.1 Develop and implement a Community Engagement Framework

Progress to date

The Shire of Kulin has been committed to facilitating the inclusion of people with disability through a well-planned and financially sensible approach of improvement of a number of years.

Snapshot of achievements

- New universal accessible ablution block at the Kulin Caravan Park, including access ramp
- Ongoing upgrades to the dual use pathway network within the Kulin townsite including easy access ramps making it easier for wheelchair, gopher and pram access.
- Outdoor seating installed at Kulin Memorial Hall, Kulin Community Bank, Kulin IGA and Kulin Post Office
- Medical Centre Upgrades – installation of automatic sliding door
- Shire of Kulin – installation of automatic sliding door, accessible public toilet and adjustable bench at front counter
- Town Hall – handrails installed on stairs, ramp installed at side door for improved access
- Kulin website upgrade to include colour contract and page resize function
- ACROD parking at Shire of Kulin Administration building and Kulin Medical Centre
- Provide work experience opportunities for Kulin District High School students
- Support customer service officers and administration staff to maintain a high level of customer service, inclusion and complaints handling
- Organised events and courses that are inclusive and accessible for the whole community
- Support and funding to have ongoing WACHS staff at the Kulin Health Clinic three mornings per week
- Doctor services two days per week in Kulin

Development of the Disability Access and Inclusion Plan

The Shire of Kulin commenced a review of its DAIP in March 2025 to guide future improvements to access and inclusion within the community. The review process involved consultation with stakeholders, including community members and key staff.

The process included:

- A thorough review of the existing Shire of Wickepin DAIP 2020–2025 and associated annual progress reports to assess achievements and identify areas requiring further action;
- Targeted consultation with key staff members to evaluate internal practices, challenges, and opportunities for improvement;
- Community consultation to gather input from people within the community.

The feedback received through this process has informed the development of a new DAIP that reflects current community needs, aligns with best practices, and supports the Shire's ongoing commitment to access and inclusion for all.

Strategies to improve access and inclusion

The detailed operational DAIP Implementation Plan comprehensively outlines specific actions and timelines associated with each strategy. These strategies are designed to achieve the following outcomes:

Outcome 1: People with disability have the same opportunities as other people to access the services of, and any event by the Shire of Kulin

- Ensure that people with disability are consulted on their needs for services and the accessibility of current Services
- Ensure that all policies and practices that govern the operations of council facilities, functions and services are consistent with council's policy on access
- Further develop links between the DAIP and other shire plans and strategies
- Ensure that Council events are accessible to people with disability

Outcome 2: People with disability have the same opportunities as other people to access the buildings and other facilities of the Shire of Kulin

- Ensure that all buildings and facilities meet the standards for access and any additional needs
- Ensure that all new or redevelopment works provide access to people with disability, where practicable.
- Review the parking facilities within the town centre and at shire facilities to ensure they meet the needs of people with disability in terms of quantity and location.
- Address any critical footpath issues to ensure accessibility to commercial precincts

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.

- Strengthen the accessibility of the Shire's digital (online) communications.
- Council will ensure that the community is aware that the Shire information is available in alternative formats, upon request.
- Provide all information on council facilities, functions and services using clear and concise language

Outcome 4: People with disability receive the same level and quality of service from Shire officers as other people receive

- Ensure all elected members, employees and Shire contractors, existing and new, are aware of disability and access issues and have the skills to provide appropriate services.
- Review customer service standards across the Shire for opportunities to enhance the interaction between Shire officers and community members who have a disability.

Outcome 5: People with disability have the same opportunities as other people to make complaints to the Shire of Kulin.

- Continue to ensure that all grievance mechanisms are accessible for people with disability

Outcome 6: People with disability have the same opportunities as other people to participate in any public consultation by the Shire of Kulin.

- Ensure access and inclusion requirements are considered for any community engagement undertaken by the shire
- Build the capacity of internal and external stakeholders to deliver accessible and inclusive community engagements.

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

- Foster a culture that supports the employment of people with disability in the Shire
- Remove barriers to employ people with disability

Responsibility for the implementation of the Disability Access and Inclusion Plan

The Shire's Community Development team is responsible for overseeing the development, review, and evaluation of the Disability Access and Inclusion Plan (DAIP).

The implementation of the DAIP is a shared responsibility across all areas of the Shire. Under the Disability Services Act 1993, all public authorities must take all practical measures to ensure that the DAIP is implemented by their officers, employees, agents, and contractors.

Communicating the plan to staff, contractors and people with disability

The community was informed of the availability of the Disability Access and Inclusion Plan (DAIP) through The Kulin Update, Shire of Kulin website, and Shire of Kulin facebook page and on community notice boards. Copies of the plan were made available upon request, including in alternative formats to meet individual needs.

A current version of the DAIP is always accessible on the Shire's website at www.kulin.wa.gov.au. As the plan is reviewed and amended, Shire staff, contractors, and the wider community will be notified of any updates using the same communication channels.

Review and Evaluation Mechanisms

In accordance with the Disability Services Act 1993, Disability Access and Inclusion Plans (DAIPs) must be formally reviewed at least every five years. When a DAIP is amended, a copy of the revised plan must be submitted to the Department of Communities.

While the overall DAIP is subject to the five-year review cycle, the associated Implementation Plan may be updated more frequently to reflect changing priorities, actions, or community needs.

Monitoring and Reviewing

The designated officer responsible for the DAIP will monitor and analyse the Shire's progress in implementing the plan. An annual report will be provided to management and Council, outlining achievements to date and recommending any necessary changes to the Implementation Plan.

A full review of the Shire's current DAIP (2025–2030) will be conducted in 2030. Following this review, the updated DAIP will be submitted to the Department of Communities for implementation in the 2030-2031 period. The final report will summarise outcomes and achievements under the 2025–2030 DAIP.

Evaluation

An evaluation of the DAIP will be conducted as part of the five-yearly review process. In line with the Shire's endorsed consultation strategies, the evaluation will include input from the community, Shire staff, and elected members, consistent with the approach used for all Shire evaluations.

Reporting on the DAIP

Under the Disability Services Act 1993, the Shire is required to report annually on the implementation of its Disability Access and Inclusion Plan (DAIP) in the Shire's Annual Report. This report must outline:

- Progress made towards achieving the DAIP's seven desired outcomes;
- Progress of the Shire's agents and contractors in supporting these outcomes; and
- The strategies used to inform agents and contractors about the DAIP, which may include:
 - Incorporation of DAIP requirements in contract documentation;
 - Providing links to the relevant section of the Shire's website;
 - Inclusion of information in the Annual Report; and
 - Development of an overarching policy and procedure to guide agents and contractors in meeting DAIP responsibilities.

In addition, the Shire is required to submit an annual progress report to the Department of Communities in the prescribed format by July each year.

Further information

Shire of Kulin

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DAIP Implementation Plan 2025-2030

Outcome 1: People with disability have the same opportunities as other people to access the services of, and any events organised by the Shire of Kulin

Strategy	Task	Responsibility
Ensure that people with disability are consulted on their needs for services and the accessibility of current Services	<ul style="list-style-type: none"> Develop a feedback mechanism for all future review of services and review consultation guidelines in the Shire Community Engagement Strategy 	Chief Executive Officer
Further develop links between the DAIP and other shire plans and strategies	<ul style="list-style-type: none"> Integrate access and inclusion principles across all planning, policy-making, and service delivery functions of the shire. 	Chief Executive Officer
Ensure that Council events are accessible to people with disability	<ul style="list-style-type: none"> Develop Accessible Events Checklist Ensure all events are planned using the Accessible Events Checklist 	Executive Manager of Community Services and Community Services (incl CRC) team

Outcome 2: People with disability have the same opportunities as other people to access the buildings and other facilities of the Shire of Kulin

Strategy	Task	Responsibility
Ensure that all buildings and facilities meet the standards for access and any additional needs	<ul style="list-style-type: none"> • Identify access barriers to buildings and facilities • Council Building Inspections to prioritise and make submission to Council to work on rectifying identified barriers 	Shire Housing and Buildings Committee
Ensure all new or redevelopment works provide access to people with disabilities (where practicable)	<ul style="list-style-type: none"> • Ensure that the legal requirements for access are met in all plans for new or redeveloped buildings and facilities • Ensure no development plan is signed off without a declaration it meets the legal requirements for accessibility 	CEO, EHO, Contracted Building Surveyor,
Review the parking facilities within the town centre and at shire facilities to ensure they meet the needs of people with disability in terms of quantity and location.	<ul style="list-style-type: none"> • Audit existing Shire disabled parking bays and upgrade as necessary • Identify and install additional bays if needed. 	Executive Manager of Works
Address any critical footpath issues to ensure accessibility to commercial precincts	<ul style="list-style-type: none"> • Continue to enhance footpaths through the town to improve accessibility for people with disability. • Accessible access to commercial precincts to ensure easier access for individuals using wheelchairs, mobility scooters and other assistive devices 	Executive Manager of Works

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 are able to access it

Strategy	Task	Responsibility
Strengthen the accessibility of the Shire's digital (online) communications.	<ul style="list-style-type: none"> Ensure that all content on the Shire of Kulin and Visit Kulin websites is accessible. Introduce accessible features such as read aloud. 	Executive Manager of Community Services
Council will ensure that the community is aware that the Shire information is available in alternative formats, upon request.	<ul style="list-style-type: none"> Ensure all public documents carry a notion that the document is available in alternative formats Publicise the availability of other formats in the local newsletter and other media 	Shire Executive Team, Manager of Executive Support Services, Community Services (CRC) team
Provide all information on council facilities, functions and services using clear and concise language	<ul style="list-style-type: none"> Ensure all information produced by the Shire of Kulin and Kulin Resource Centre is developed in the appropriate language 	Community Services Team

Outcome 4: People with disability receive the same level and quality of service from Shire officers as other people receive

Strategy	Task	Responsibility
Ensure all elected members, employees and Shire contractors, existing and new, are aware of disability and access issues and have the skills to provide appropriate services.	<ul style="list-style-type: none"> Provide disability awareness training to both staff and elected members. Collaborate with the Disability Strategy office 	Chief Executive Officer
Review customer service standards across the Shire for opportunities to enhance the interaction between Shire officers and community members who have a disability	<ul style="list-style-type: none"> Review current customer service guidelines, scripts, complaint handling processes, and procedures for inclusivity. Identify potential barriers for people with various disabilities (e.g. hearing, vision, cognitive, mobility). 	Shire Executive Team, Customer Service Officers

Outcome 5: People with disability have the same opportunities as other people to make complaints to the Shire of Kulin

Strategy	Task	Responsibility
Continue to ensure that all grievance mechanisms are accessible for people with disability	<ul style="list-style-type: none"> Review current complaint and feedback mechanisms (online forms, phone, in-person, written) for accessibility. Identify any barriers for people with various disabilities (e.g. visual, hearing, cognitive, mobility). Promote accessible complaints mechanisms to the community 	Shire Executive Team, Customer Service Officers

Outcome 6: People with disabilities have the same opportunities as other people to participate in any public consultation by the Shire of Kulin

Strategy	Task	Responsibility
Ensure access and inclusion requirements are considered for any community engagement undertaken by the shire	<ul style="list-style-type: none"> Gather meaningful feedback from individuals with disabilities on Shire projects Ensure a wider range of community members can participate in consultations 	Shire Executive Team
Build the capacity of internal and external stakeholders to deliver accessible and inclusive community engagements.	<ul style="list-style-type: none"> Enhance collaboration with disability service providers through joint projects 	Shire Executive Team

Outcome 7: People with disabilities have the same opportunities as other people to participate in any public consultation by the Shire of Kulin

Strategy	Task	Responsibility
Foster a culture that supports the employment of people with disability in the Shire	<ul style="list-style-type: none">• Ensure the Shire's hiring practices remain inclusive and accessible• Make sure job advertisements are available in accessible formats• Include disability friendly considerations in all workplaces	Shire Executive Team