



1. AUTHORITY

Local

[Gender Equity in Design Guidelines 2017 – City of Whittlesea/MAV](#)
[Mornington Peninsula Shire Planning Scheme](#)
[See Section 7.0 Associated Shire Documents](#)

State

[Building Act 1993](#)
[Building Regulations 2018](#)
[Children, Youth and Families Act 2005](#)
[Design for Everyone Guide – Sport and Recreation Victoria](#)
[Gender Equality Act 2020](#)
[Local Government Act 2020 – specifically Section 58 \(c\) and 106 \(b\)](#)
[Occupational Health and Safety Act 2004](#)
[Transport Integration Act 2010](#) Division 2, Sections 8 & 9
[Victorian Charter of Human Rights and Responsibilities Act 2006](#)
[Victorian Disability Act 2006](#)
[Victorian Equal Opportunity Act 2010](#)
[Victorian Gender Equality Act 2020](#)
[Victorian Multicultural Act 2011](#)
[Victorian State Disability Plan Inclusive Victoria 2022 – 2026](#)

Federal

[Australian Indigenous Design Charter](#)
[Australian Standard 1428](#)
[National Disability Strategy 2010-2020](#)
[Disability Discrimination Act \(DDA\) 1992](#)
[Disability \(Access to Premises\) Standards 2010](#)
[National Construction Code 2019](#)
[Age Discrimination Act 2004](#)

International

[Age-Friendly Cities Guide 2007 - WHO](#)
[Convention on the Rights of Persons with Disabilities \(CRPD\)](#)
[Guide 71 – ISO – Guide for addressing accessibility in Standards](#)
[ISO 21801 – Cognitive Accessibility](#)
[United Nations Sustainable Development Goals. UN.org. 2015](#)
[Universal Design Principles](#)
[Web Content Accessibility Guidelines](#)



2. INTENT

The purpose of this policy is to ensure the Mornington Peninsula Shire (the Shire) provides inclusive and equitable access to buildings, services, employment, information, events, and public spaces by adopting a universal design approach which:

- Is inclusive and welcoming for all Mornington Peninsula residents and visitors
- Reflects and responds to the diversity of human experience in our community - including disability, age, gender identity, sexual orientation, ethnicity, faith, injury, illness, and occupation
- Recognises that an individual's needs and abilities can vary throughout their lifespan
- Assists people to stay connected when managing or adapting to physical or mental health challenges.
- Removes or reduces barriers and inequality experienced by disadvantaged people

3. SCOPE

This policy applies to all Councillors, employees, volunteers, and contractors of the Shire.

4. GOVERNANCE PRINCIPLES

Under the *Local Government Act 2020*, Council must give effect to the following overarching governance principles:

- Priority is to be given to achieving the best outcomes for the municipal community, including future generations
- The municipal community is to be engaged in strategic planning and strategic decision making
- Innovation and continuous improvement is to be pursued
- Regional, state, and national plans and policies are to be taken into account in strategic planning and decision making

5. POLICY STATEMENT

This policy will require the [Principles](#) of universal design to be applied to all activities of the Shire, including but not limited to:

- The planning, design, construction, refurbishment, and operation of Shire owned and managed facilities, open spaces, and events
- Providing universal design guidance to businesses, private developers, and landowners
- Communication, the provision of information, community engagement and customer experience
- Community Services delivered by the Shire
- Employment and volunteering

Councillors, Shire officers, Managers and Executive **must demonstrate:**

Approved by: Council

Approval date: 22/03/2022

Scheduled Review Date: 22/3/2024

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- 5.1 A commitment to incorporating universal design into the Council and Wellbeing Plan, as well as all plans, strategies, and policies that relate to the scope and intent of this policy as they are developed and reviewed.
- 5.2 How all Units/Teams will incorporate and report on universal design actions in their business plans and work practices, including how staff and volunteers are recruited and supported in their roles.
- 5.3 That all township, capital works and maintenance projects have been planned, designed, and built according to the policy objectives, and to the associated Universal Design Guidelines which form part of the Design and Construct Standards.
- 5.4 Early and ongoing engagement and with people with disability and other people who may be disadvantaged to support both the Principles based approach and the application of Universal Design Guidelines.
- 5.5 The application of Universal Design Principles and Guidelines to all open space, coastal planning, and events.
- 5.6 The application of Universal Design Principles and approach to communication, the provision of information, community engagement and customer experience.
- 5.7 The application of Universal Design Principles and approach to Shire community services.
- 5.8 A commitment to support and guidance for local businesses, services, and community groups to apply the principles of universal design and increase access and inclusion across the community.
- 5.9 That universal design solutions are included as selection criteria when choosing new consultants and contractors, including Next Generation contracts.
- 5.10 That recommendations for universal design for private developments (commercial and private) are developed and publicised.
- 5.11 An increase in public awareness about the importance of universal design in building an inclusive, diverse, and thriving community, including the development and delivery of universal design training material for staff and community that demonstrates the value of adopting a universal design approach, and how it can be applied.
- 5.12 Advocacy to State and Federal government for stronger direction and guidance on universal design in the State Planning Policy Framework, Planning Scheme and National Construction Code.

5.13 Policy Principles

Adapted from the [Centre for Universal Design in NCSU](#)



1. Equitable use

The building/service/public space is usable by anyone. It does not disadvantage, stigmatise, or privilege any group of users.



2. Flexibility in use

The building/service/public space accommodates not only a wide range of individual user preferences but also users' varying functional abilities



3. Simple and intuitive

How to use the building/service/public space is easy to understand regardless of the user's experience, knowledge, language skills or concentration level.



4. Perceptible information

The building/service/public space communicates all necessary information effectively to all users regardless of ambient conditions or the users' varying intellectual or sensory abilities.



5. Tolerance for error

The building/service/public space minimises hazards and adverse consequences of accidental or unintended actions by all users.



6. Low physical effort

Everyone can use the building/service/public space efficiently, comfortably and with minimal fatigue.



7. Size and space appropriate for use

Appropriate size and space is provided for approach, reach, manipulation, and use regardless of user's body size, posture, or mobility.



8. Cultural appropriateness

Respecting and reinforcing cultural values and the social, economic, and environmental context of any design project.



6. HUMAN RIGHTS CHARTER COMPATIBILITY

This policy has been assessed as being compatible with *the Charter of Human Rights and Responsibilities Act 2006 (Vic)*.

7. ASSOCIATED SHIRE DOCUMENTS

- Universal Design Policy Implementation Plan and Universal Design Guidelines
- Council and Wellbeing Plan
- All plans, strategies, and policies that relate to the scope and intent of this policy - including but not limited to:

Activity Centres Strategy

Arts and Culture Plan

Asset Management Policy/Strategy

Coastal (and Marine) Management Plans

Community Capital Infrastructure Policy

Community Engagement Policy/Strategy

Community Facilities Strategy

Community Garden Policy

Community Investment Funding Policy

Council and Wellbeing Plan

Customer Service Charter

Customer Experience Strategy

Digital Communications Policy

Disability Inclusion Plan

Diversity and Inclusion Plan

Employee Code of Conduct Policy

Equal Employment Opportunity Policy

Events Policy

Flexible Work Policy

Future Township Structure Plans

Gender Equality Strategy

Men's Shed Policy

Neighbourhood (Community) House Support Policy

Occupational Health and Safety Policy

Open Space Strategy

Pedestrian Access Strategy

Playspace Strategy

Positive Ageing Strategy

Procurement Policy

Project Planning and Delivery Framework

Public Toilet/Amenities Strategy

Public Transparency Policy

Recruitment, Selection, and Induction Policy

Reconciliation Action Plan

Signage Policy

Social and Affordable Housing Policy

Sports Capacity Plan

Triple A Housing Plan

Working in the Public Domain Code of Practice

Work Experience Policy

Workplace Behaviour Policy



8. DEFINITIONS

Universal Design	the design of products, environments, programs, and services to be usable by all people to the greatest extent possible.
Inclusion	the idea that everyone should be able to use the same facilities, take part in the same activities, and enjoy the same experiences, including people who have a disability or other disadvantage.
Disadvantaged	people who are disadvantaged typically face barriers to services, social networks, employment and community places and spaces. Examples of people who may be disadvantaged include: people with a disability; Aboriginal and Torres Strait Islander people; children and young people; older people, including frail and elderly; carers; culturally and linguistically diverse communities or individuals; lesbian, gay, bisexual, transgender, intersex, queer, asexual (LGBTIQA+) and gender diverse people; women and girls; vulnerable people including people who are homeless or at risk of homelessness; people with illness including mental illness or chronic disease; people who are socially isolated; people of lower socio-economic status.
Access	the removal of barriers in the physical, attitudinal, communication and social environment.

9. POLICY SPONSOR

Owner: Mornington Peninsula Shire Council

Review and update responsibility: Manager Community Partnerships

10. DOCUMENT CONTROLS

- Council will review this policy every 2 years.
- The Universal Design Implementation Plan will be developed, reviewed and amended on an ongoing basis and be reported on internally through the Corporate Plan and externally through the Council Plan Annual Report.
- The Implementation Plan review will include an annual case study/review to better understand:
 - How the Policy was understood and implemented.
 - What the outcomes were.
 - Any changes or resources required to assist with implementing the policy.
- Universal Design Guidelines will be reviewed and updated as part of the Standards Review Sub-Committee.



Administrative Updates

It is recognised that, from time to time, circumstances may change leading to the need for minor administrative changes to this document. Where an update does not materially alter this document, such a change may be made administratively. Examples include a change to the name of a Council department, the change to an existing policy or document referred to in this policy, and minor updates to legislation and the like which does not have a material impact. However, any change or update which materially alters the document must be by resolution of Council.

Document Version Control				
Version	Section	Revision Description	Date Revised	Approved by
#2	9.	Updated Owner to Mornington Peninsula Shire Council.	23 June 2022	Manager Governance
	10.	Additional dot points added to Document Controls		