

Mornington Peninsula Shire

Disability Inclusion Plan

2018 – 2022

- Report on Year One Annual Action Plan 2019
- Actions for 2020



**MORNINGTON
PENINSULA**
Shire

Background

This Annual Action Plan report outlines how the Mornington Peninsula Shire has worked in partnership with key stakeholders and community members to operationalise year one of the Disability Inclusion Plan 2018 – 2022.

The Disability Inclusion Plan (DIP) aligns broadly with the themes of the Shire's Council Plan 2017-21:

- **Our Place** – Protect and enhance unique natural and built characteristics; inclusive functional and accessible places; and resilience and adaptation to climate change.
- **Our Connectivity** – A connected and mobile community.
- **Our Prosperity** – Employment, education and training opportunities; sustainable, diverse and successful economy; and a year-round visitor economy dispersed across the municipality.
- **Our Wellbeing** – A healthy, happy, inclusive and active community.

These themes are articulated in the Disability Inclusion Plan through the following six Key Areas:

- **Physical & built environment** (e.g. – housing, buildings, footpaths, toilets, community facilities)
- **Transport** (e.g. – buses, trains, taxis, ride share)
- **Information and Communication** (e.g. – websites, hearing loops, interpreters, brochures, flyers)
- **Leisure and Recreation** (e.g. tourism, events, sport, playgrounds, beach and water access)
- **Employment and education** (e.g. – training, work experience, volunteering)
- **Support services** (e.g. home, personal or respite care, Meals on Wheels, maintenance or modification)

To enact the Shire's commitment to these themes, the DIP outlines the following elements:

- **Strategic Objectives** – long-term outcomes that the Shire aspires to achieve.
- **Strategies** – short- to medium-term approaches aimed at supporting achievement of the goal.
- **Disability Inclusion Actions** – short-term actions aimed at supporting achievement of each objective.

Disability Inclusion Plan – Key Action Areas

Each Key Area has a set of objectives and strategies with specific progress measures, timeframes and stakeholder responsibilities, as outlined in the following tables.

Key Action Areas	
Key Area 1	Physical and Built Environment
Key Area 2	Transport
Key Area 3	Information and Communication
Key Area 4	Leisure and Recreation
Key Area 5	Employment, Education and participation
Key Area 6	Support Services

Table 1 Colour key for 6 Key Action Areas

Reporting Instructions

Outcomes/comments - Please complete for 2019 calendar year

Status is at December 2019 - Complete, Progressing, On Hold.

Actions and Relevant Teams – Provide commentary on what you have/will achieve in 2020, including and NEW actions that might not currently be covered*. Forward to other relevant teams if required.

*NEW Actions can be included in the Mid-term review in June/July 2020

Any questions please email Virginia.Richardson@mornpen.vic.gov.au

Key Area One: Physical and built Environment

Objective One

Adopt a Universal Design approach to ensure all new infrastructure builds, retrofits and maintenance of Council owned community facilities are accessible to everyone.

Strategies

- 1.1 Educate Shire staff on Universal Design and Access standards across all relevant departments.
 1.2 Map all relevant planning, service and infrastructure plans and strategies and identify opportunities to incorporate best practice in Universal Design.
 1.3 Undertake strategic planning work to demonstrate the need and suitable locations for the development of Changing Places Toilets and include in Public Toilet Strategy.

2019 Actions	Progress measures	Outcomes/comments	Status	2020 Actions & relevant teams
1.1 Include Universal Design Training on L&D Calendar and promote to staff	Key staff in infrastructure and planning teams undertake training in Universal Design	15 Staff and DAC members attended training on 28 August 2019 through PDR process. Annual training will be delivered as required.	Complete	Universal Design training to be delivered by 30 June Social Planning and Community Development (SPCD), Human Resources (HR)
1.2 Advocate for a Universal Design Policy to be considered by Council	Proposal developed and delivered	DAC developed a discussion paper "Universal Design – Steps to integration" as a starting point for officers to develop a Universal Design Policy	Progressing	Establish working group of architects, officers, DAC member and access consultant. Draft UD policy (statement) SPCD, Disability Advisory Committee (DAC), Infrastructure and Planning teams
1.3 Develop background/discussion paper on Changing Places locations to inform Infrastructure Planning Team for future Toilet Strategy	Background paper developed and discussed with Infrastructure Planning Team	Draft background paper developed by Health and Wellbeing Team and discussed with Infrastructure Planning Team	Progressing	Infrastructure Planning, SPCD

Key Area One: Physical and built Environment

Objective Two

Increase connectivity of footpaths, road crossings and pedestrian access to public amenities.

Strategies

- 2.1 Support the Shire's Pedestrian Access Strategy to create safe, accessible and connected pedestrian networks.
 2.2 Where possible, ensure all new and upgraded footpaths are DDA compliant, with adequate width and surface for people with mobility issues.
 2.3 Audit all accessible parking bays and develop a priority list to improve parking access, including number of spaces, DDA compliance and continuous paths of travel.
 2.4 Incorporate accessible, connected paths of travel in key locations and destinations that have accessible infrastructure.
 2.5 Aim to make restricted entry points such as kissing gates and bike gates are accessible for people with mobility issues.

2019 Actions	Progress measures	Outcomes/comments	Status	2020 Actions & relevant teams
2.1 Seek Council's adoption of the Draft Pedestrian Access Strategy and seek path construction funding for the 2019/20 Financial year.	Securing funding for path construction in the 2019/10 Financial Year.	Pedestrian Access Strategy has been adopted and priority paths funded in 2019/20 financial year.	Completed	Traffic and Transport
2.2 Improved quality and techniques of advocacy to reduce the number of projects with access issues	Effective advocacy leading to accessible outcomes	Increased focus on accessibility in planning of infrastructure projects. Many more project planners and project managers have completed Universal Design training.	Progressing	Traffic and Transport
2.3 Audit current Shire managed accessible parking bays	All bays audited and updated on assets database	Currently addressing these issues as notified by community rather than actively auditing as there are thousands of these spaces Shire-wide. New account with funding for minor accessibility works is currently included in the Shire's proposed 2020/21 financial year budget.	On hold	Traffic and Transport
2.4 Review the Principal Pedestrian Network to ensure that the highest priority paths are identified with the urban townships, to ensure accessible and connected paths of travel	Review of the PPN OT Students are auditing the PPN and noting any 'deficiencies' in access features e.g. noncompliant accessible parking bays	Undergraduate engineers are currently progressing this and recording gaps in the network and lack of safe crossing facilities.	Progressing	Traffic and Transport
2.5 Install kissing gate at Warringine Park	Kissing Gate installed	Kissing Gate was installed with alternate wheelchair access available via a second gate if required	Completed	SPCD, Natural Systems, Playground planner

Key Area One: Physical and built Environment

Objective Three

Increase accessibility at beaches across the Peninsula

Strategies

- 3.1 Increase accessibility at beaches such as implementation of beach matting and all terrain wheelchairs.
 3.2 Increase and improve accessible parking bays at beach locations and connect pathways between parking and beach access points.
 3.3 Ensure all new Coastal Management Plans include provisions for access and Universal Design by consulting with disability groups. Follow up with Coastal Planning
 3.4 Upgrade at least one area of the Shire's foreshore camping grounds to include accessible features such as beach matting, changing places toilet with hoist and shower, accessible paths.

2019 Actions	Progress measures	Outcomes/comments	Status	2020 Actions & relevant teams
3.1 Work with local lifesaving clubs and coastal groups to provide beach access	Beach matting and beach wheelchair installed at Mills Beach, Mornington.	27.5 meters of matting and a MobiChair were purchased for Mills Beach late 2019. Matting available 24/7 and wheelchair available on weekends during patrol hours.	Complete	Purchase beach matting for Sorrento. Explore option of making matting available at other beaches, and for hire by community for beach access and events. SPCD, Properties team, Coastal Planning
3.2 Identify coastal car parks with insufficient or non-compliant disabled car parking and rectify where funding allows.	Audit complete Compliant car parks in identified coastal areas	Coastal planning continue to work with Disability Advisory Committee to identify suitable coastal carparks e.g. Mothers Beach, Rosebud Foreshore – Central Activity Node, Portsea Pier, Flinders Pier.	Progressing	Engage external consultant to undertake audit at these locations to identify opportunities for improved access to coastal areas if funding allows. SPCD, Coastal Planning
3.3 Identify any accessibility issues as part of design review and notify project managers/designers.	Process identified to identify access issues in design review phase of projects	To be incorporated as part of Universal Design Policy	Progressing	Use Universal Design Policy to embed this approach. Identify major projects that require access consultant and consultation with Disability Advisory Committee SPCD, Infrastructure and Planning teams
3.4 Identify a foreshore camping area to incorporate accessible features	Incorporate accessible features in camping area upgrades	Foreshore Camping Strategy in development	Progressing	Complete Foreshore Camping Strategy and include accessible features in future infrastructure planning in camping areas Foreshore Camping

Key Area One: Physical and built Environment

Objective Four

Support wider application of universal design principles in the community.

Strategies

4.1 Build community awareness of Universal Design Principles, Liveable Housing Guidelines and adaptable housing.

4.2 Advocate to state government for a better application of universal housing design principles in the regulation of building and land use planning (e.g. review of Building Regulations and the Victoria Planning Provision's Better Apartment Standards).

2019 Actions	Progress measures	Outcomes/comments	Status	2020 Actions & relevant teams
4.1 Engage with community and stakeholders about Shire's Housing and Settlement strategy.	Stakeholder and community engagement completed	Strategy adopted	Complete	Planning Services
Respond to consultation opportunities from the Australian Building Codes Board regarding universal housing design principles to inform new guidelines	Contribute to submissions from peak bodies like the Victorian Municipal Building Surveyors Group and make other direct submissions as appropriate.	Guidelines are still under development and issues are well represented by the key stakeholders.	Progressing	Municipal Building Surveyor
4.3 Write to State Government regarding application of universal housing design principles in the regulation of land use planning	Letter sent	Letter being drafted	Progressing	Planning Services
4.4 Build awareness amongst prospective developers.	Discuss at pre-application meetings	To be included in Universal Design Policy	Progressing	Planning Services

Key Area One: Physical and built Environment Objective Five

Advocate for increased social and affordable housing, particularly accessible housing

Strategies

- 5.1 Support implementation of, and input into, the review of Council's housing related policies.
 5.2 Continue to advocate for more social and affordable housing, particularly accessible housing for people with a disability and/or older people.
 5.3 Monitor the need for additional Specialist Disability Accommodation (SDA) housing options available on the Mornington Peninsula for eligible National Disability Insurance scheme (NDIS) participants and encourage development of SDA (e.g. assist in building partnerships) as required.

2019 Actions	Progress measures	Outcomes/comments	Status	2020 Actions & relevant teams
5.1 Implementation of Shire Housing Policy	Adoption of Draft Triple A Housing Plan Adoption of Draft Social and Affordable Housing Policy	Both were adopted on 21 April 2020	Completed	SPCD
5.2 Advocacy	Timely response to housing advocacy opportunities including: <ul style="list-style-type: none"> • proponent's requests for support. • submissions to any government proposals. • assistance in identifying opportunities and building partnerships • networking between philanthropists, housing providers and community groups representing those in need. 	A Frankston Peninsula Carer's Bittern House project providing accommodation for people with a disability consisting of one building containing two one-bedroom units and a group home for 3 adults was opened on 14 February 2020. Highlights include Shire submissions re: <ul style="list-style-type: none"> • Review of the Retirement Villages Act 1986 - Issues Paper made on 6 December 2019 • Proposed Residential Tenancies Regulations 2020 (rental reforms) made on 18 December 2019 • Draft Residential caravan park closures: a guide for service providers supporting vulnerable residents in the event of closure of a caravan park – made on 13 January 2020 	Completed	SPCD

		<ul style="list-style-type: none"> • Victorian Parliament's Legislative Council's Legal and Social Issues Standing Committee Inquiry into homelessness made on 13 January 2020 • Federal Parliament's, House of Representatives Standing Committee on Social Policy and Legal Affairs Inquiry into homelessness in Australia (at the time of writing a planned submission due on 12 June 2020) 		
5.3 Monitor the need for additional Specialist Disability Accommodation	Reporting to AAA housing Committee	Monitoring has been undertaken and reported through the Triple A Housing Plan.	Completed	SPCD

Key Area Two - Transport Strategic Objective One

Advocate for improved access to reliable, safe transport options

Strategies

1.1 Advocate to State Government for improved public transport within the Shire; including additional services, improved timetables and a cross-Peninsula bus service.

1.2 Advocate to the Victorian Taxi Commission for opportunities to incentivise alternative options for Accessible Taxis, and investigate options for accessible car share, encourage ride sharing companies to provide accessible vehicles.

2019 Actions	Progress measures	Outcomes/comments	Status	2020 Actions & relevant teams
1.1 Prepare and send advocacy package for public transport improvements to relevant state Members of Parliament prior to 2018 election.	Advocacy package sent.	Advocacy package was sent and meetings held with the Minister for Public Transport (Melissa Horne) in 2019. State budget has been pushed back due to COVID-19.	Complete	Traffic and Transport
1.2 Write to Victorian Taxi Commission, Uber and other ride share companies	Letters sent	Not completed	On hold	Traffic and Transport

Key Area Two - Transport Strategic Objective Two

Develop a cohesive approach to improving transport access to improve options for all

Strategies

- 2.1 Support the actions of the Sustainable Transport Strategy that deliver a range of accessible transport options.
 2.2 Evaluate the Shire's Dial a Bus Service/s and identify potential areas of collaboration and expansion.
 2.3 Investigate how autonomous vehicles might be used to meet passenger demand and complement existing transport options.
 2.4 Implement the Shire's Pedestrian Access Strategy to improve footpath connections (see Key Area 1, Strategy 2.1).
 2.5 Work with Disability Advisory Committee to advocate for improved, accessible transport options.

2019 Actions	Progress measures	Outcomes/comments	Status	2020 Actions & relevant teams
2.1 Develop and update township Mobility Maps	Maps revised with updated information (5 townships)	Hastings map is updated, printed and distributed. Mornington & Rosebud maps have been audited there are delays with Graphic Design capacity	Progressing	SPCD
2.2 Evaluate the Shire's Dial a Bus Service/s and identify potential areas of collaboration and expansion	Dial a bus service evaluated and recommendations delivered			Aged and Disability Team
2.3 Monitor progress in autonomous vehicle technology and have input where possible	Awareness of how driverless car technology and policies are progressing	Traffic & Transport Team stays across new technology developments through conferences, webinars, industry correspondence.	Progressing	Traffic and Transport
2.4 Implement the Shire's Pedestrian Access Strategy to improve footpath connections (see Key Area 1, Strategy 2.1).	Implement year one actions and incorporate access and Universal Design principles	Funded projects have been planned, designed and delivered, incorporating accessibility principles and standards.	Complete	Traffic and Transport
2.5 Continue to advocate to Transport Minister for accessible transport options.	Letter sent to Minister. Advocacy activities undertaken	Letters were sent by DAC to Transport minister and CEO of Ventura busses, specifically requesting tie downs for wheelchairs on all public buses.	Progressing	Traffic and Transport, SPCD, DAC

Key Area Three – Information and Communication

Strategic Objective One

Provide information to the community in a range of accessible formats

Strategies

- 1.1 Ensure the Shire's website is compliant with Web Content Accessibility Guidelines (WCAG) including video captioning.
 1.2 Provide accessible word and PDF versions of key Shire reports and plans.
 1.3 Show leadership and innovation through the use of Audio Maps, social stories hearing loops, communication boards, large print and other communication assistance methods.
 1.4 Consult with members of the Disability Advisory Committee and broader community about what formats are required to ensure communication is accessible.
 1.5 Ensure signage and wayfinding is accessible to people with vision, hearing and literacy-related disabilities by embedding accessibility into the wayfinding strategy.

2019 Actions	Progress measures	Outcomes/comments	Status	2020 Actions & relevant teams
1.1a Include supporting text on Shire produced videos where possible	Review samples of Shire produced videos with Metro Access Officer to ensure the current format is adequate.	Video Captioning has been added to Shire videos	Complete	Communication and Events
1.1b Include accessibility best practice in website training for Shire website editors.	All new staff members identified as web editors receive an introduction to WCAG and accessibility as part of their website training.	Accessibility / WCAG2.0 introduction is provided as part of all Web Content Editor Training and a number of resources made available on the 'External Website' page of our Knowledgebase and the Digital Communications Knowledgebase.	Complete	Communication and Events
1.1c Include an accessibility statement and reporting mechanism on shire website	Include an accessibility statement at mornpen.vic.gov.au/accessibility on the Shire website with information on who to contact if information or a service is inaccessible so that an accessible version can be requested, or assistance provided.	Drafted accessibility content for both the Shire website and 'Shape' Community Engagement Platform, to be linked in footer	Progressing	Communication and Events
1.1d Provide opportunity for existing web authors to refresh their skills and knowledge	Hold a facilitated workshop / presentation on web content accessibility. Invite new and existing web authors to attend. Extend invitation to Disability Advisory Committee members to attend and / or present.	Web Content Editors are routinely offered the opportunity to re-attend Web Content Editor Training, to re-fresh their skills. We also share the accessibility tools with them.	Ongoing	Communication and Events
1.1e Investigate new tools and technologies that can be incorporated into the Shire website for improved accessibility.	Communications and Shire Metro Access Officer to review and evaluate relevant tools twice a year.	Investigating the Readspeak platform as an option to improve accessibility by incorporating a 'Listen Now' button on each page for it to be read aloud.	Progressing	Communication and Events
1.2 Provide training in how to create accessible word and PDF documents	Training offered through L&D Calendar	Not progressed	On Hold	Communication and Events, SPCD

1.3 Review what alternative formats are currently in use and opportunities for adding different formats	Understanding of what communications methods are used and what could be added	Investigated use of more accessible font	Progressing	Communication and Events, SPCD
1.4 As above – involve Disability Advisory Committee in review	Review method developed and applied	Not progressed	On Hold	Communication and Events
1.5 Identify gaps and opportunities in wayfinding strategy	Gaps and opportunities identified	Not yet developed		Communication and Events

Key Area Three – Information and Communication Strategic Objective Two

Provide information about accessible events, services and other relevant information

Strategies

- 2.1 Use the Shire's website, social media platforms and other relevant communication channels to keep people informed of accessible events and services.
 2.2 Continue to use existing networks to communicate information targeted at specific community groups.
 2.3 Include questions about access requirements in event registration and booking forms.
 2.4 Review and promote mobility maps; investigate options for a mobility app or ways to promote mobility and access through existing mainstream technology.

2019 Actions	Progress measures	Outcomes/comments	Status	2020 Actions & relevant teams
2.1 Filter all relevant projects through the relevant Communications Advisor to enable creation of a supporting strategic communications plan	All projects briefed to the relevant Communications Advisor have a supporting communications plan detailing strategic use and timing of a range of communication tools.	Process is now embedded.	Completed	Communication and Events
2.2 Disability Inclusion officer to distribute disability news and events information to email network	Emails sent out each month	Email bulletins were sent out monthly to ~400 recipients, updating people on disability news and events	Completed	SPCD
2.3a Events team to work with Shire's Disability Inclusion Officer to determine list of access requirement questions/ checklist	List of access requirement questions/checklist included in Event Guidelines	New policy developed with reference to accessible events	Progressing	Events Permit process to include link to website with information on how to create an accessible event. Events (Property), SPCD
2.3b Review current event registration and booking forms to ensure agreed list of access requirement questions are included where relevant	Audit of current event registration and booking forms completed	Checklist to be developed	Progressing	SPCD, Events
2.3c As part of Communications / Events review of online event management consider the ability to include accessibility questions and what information about a venue is needed.	Communications and Events teams to work with Disability Action Committee and Metro Access Officer to evaluate venue information and best questions to ask / consider for inclusion.	As above	Progressing	Communication and Events, SPCD
2.4 Investigate options for a mobility app or ways to promote mobility and access through existing mainstream technology	Commence discussions with GIS Team and understand the capability of 'map building project' they are developing for community via the Shire's website Research disability access technology that might be applied	Have had initial discussions with GIS team. Will conduct further research into technologies in 2020.	Progressing	SPCD, Traffic and Transport

Key Area Four – Leisure and Recreation Strategic Objective One

All members of the community can enjoy the leisure and recreation options the Peninsula has to offer

Strategies

- 1.1 Work in partnership with other spheres of government, businesses, other organisations and the community to increase the availability and participation in inclusive sporting, arts and recreation activities.
 1.2 Review availability of quiet spaces for people with autism or sensory processing disabilities and increase in identified key areas.
 1.3 Implement a service-based infrastructure planning approach towards making major leisure centres and community centres, facilities are accessible and inclusive.
 1.4 Work towards providing more inclusive resources and activities for people with disabilities at leisure centres and libraries. These may include Auslan story time, braille resources, QR codes and audio books.

2019 Actions	Progress measures	Outcomes/comments	Status	2020 Actions & relevant teams
1.1a Continue to support, develop and evaluate Fit and Fun program with Belgravia Leisure	Weekly program delivered with high level of participant satisfaction.	Weekly program delivered during term with high participation levels continuing.	Progressing	SPCD
1.1b Continue to support and fund the delivery of All Abilities Day	All Abilities Day is delivered in December	All Abilities Day lead by Belgravia in 2019 with support from Shire staff and other organisations. Bigger event than ever.	Completed	SPCD, Rec and Leisure
1.2 Look for examples of best practice in the delivery of quiet spaces and opportunities to include this feature in identified key areas	Better understanding of what is required, trial area identified	No work occurred in this space in 2019 due to staff changes in events and SPCD.	On hold	Work with disability services to learn more about how to set up a quiet space at events. Trial at All Abilities Day 2020 SPCD
1.3 Apply a Universal Design approach to planning and development of Rosebud Aquatic Centre	Universal design and access features incorporated	Universal Design and access features incorporated through engaging an access consultant and meeting with DAC, including Changing Places, Assistance Animal provisions, hoists into all pools and other inclusive designs.	Completed	Rosebud Aquatic Centre to be completed by December 2020. Promote accessible features as a key innovation and best practice. Rec & Leisure Team, SPCD, DAC
1.4a Identify opportunities to increase access and inclusion at leisure centres	Opportunities and specific action identified and implemented	Belgravia Leisure continuing to improve inclusion at facilities; programs, services and training and development for staff.	Progressing	Consultation with Disability Advisory group on the programs and services survey for the Aquatic Centre completed. Rec & Leisure Team, SPCD
1.4b Continue to provide free access to resources, information in various formats and community spaces.	Programs delivered with high level of participant satisfaction.	Collection purchasing in the following formats: Large Print items, Audio books, music, playaways. Digital resources; website, eBooks, eTalking Books, eMagazines, eMusic. Free public access to public PCs and Wi-Fi. All locations have disability access, except Somerville Library. Everyone is	Progressing	Arts and Culture Team

		welcome to meet and utilise our library spaces. Many disability groups regularly visit all libraries.		
1.4c Continue to provide a free Home Library service for people who cannot physically visit a library.	Home library services delivered	Home library and mobile library services were delivered. (Service affected by COVID and library closure)	On Hold	Arts and Culture Team
1.4d Investigate introducing specialised library programs and partnerships with groups.	The Library Community Outreach Officer and Volunteers deliver library items to the housebound community.	Offer support to run the Writability program (program postponed due to COVID) We ran one community programs on training guide dog puppies (one cancelled due to COVID) Offered a resume workshop for people with disabilities seeking work (one cancelled due to COVID) Offered STEM program to disability group.	On Hold	Arts and Culture Team

Key Area Four – Leisure and Recreation Strategic Objective Two

People are aware of accessible options for visiting and travelling around the Peninsula

Strategies

- 2.1 Work with local businesses and tourism to enhance and promote the accessible tourist features of the Peninsula.
 2.2 Promote the business benefits of accessibility through the Shire business website and business newsletters.
 2.3 Trial a workshop for business which explains the ‘nuts and bolts’ of making a business accessible and the increased custom that may come from that.
 2.4 Provide certified training for staff and volunteers that work or have contact with businesses so that they can explain what is required.
 2.5 Undertake a campaign through the Shire’s social media outlets which promotes benefits of accessibility to businesses and the potential gains in terms of custom.
 2.6 Provide and maintain a list of upgraded and accessible buildings for community access.
 2.7 Improve access to Council and community events by creating an accessible events guide that makes considerations for access equipment options (e.g. – Marveloo, matting, accessible parking, accessible information...).

2019 Actions	Progress measures	Outcomes/comments	Status	2020 Actions & relevant teams
2.1 See 2.3			Progressing	
2.2 Develop Fact Sheet to help businesses to be more accessible and inclusive. Note: Deliver action 2.3 before this action	Fact sheet developed and distributed	Postponed due to coronavirus	On hold COVID	SPCD, Economic Development
2.3 Explore and develop workshop with Disability Advisory Committee and business owners to identify and address key issues.	Fact sheet developed and distributed	Initial meetings were held but workshop was not progressed due to change in staff and organisational capacity at the time. Hold a business event to promote ways businesses can make their shops and services more accessible to people with disabilities and increase business patronage	On hold COVID	Talks to be re-started to better understand needs of both businesses and people with disability who want to access them. Event organisation in progress when Covid-19 restrictions were put into place. Economic Development
2.4 Provide Communication Access training towards Communication Access Network accreditation at Dromana Visitors Centre	Workshop developed and delivered	Postponed due to coronavirus	On hold COVID	Tourism / Economic Development
2.5 Use fact Sheet (2.2) as basis for social media	Training completed, planned next steps	Postponed due to coronavirus	On hold	
2.6 Continue to involve Disability Advisory Committee in review of criteria and judging Best Bites Access and Inclusion category	DAC members are actively involved.	DAC members participated in planning meetings, assessment of criteria and judging of restaurants for the Access category.	Progressing	DAC members will continue to have involvement in the Best Bites program and support ongoing improvements. SPCD, Environmental Health

		DAC members held Christmas lunch at the winning restaurant for access.		
2.7 Create accessible events guide to support shire and community events	Events guide is developed in easy read format and made available through events bookings and on Shire website.	Events guide was not progressed due to changes in staff and limited capacity.	Progressing	Draft events guide to be developed by May 2020 and reviewed by DAC. Once complete it will be referred to in events booking process and made available on Shire website. SPCD and Events Team

Key Area Five – Employment and Education Strategic Objective One

Work with businesses and community organisations to increase employment and volunteering opportunities for people with disabilities

Strategies

- 1.1 Work with the Disability Advisory Committee to increase awareness of the importance of employing people with disabilities.
- 1.2 Build capacity of local employers and community organisations to employ people with disabilities by participating in education and awareness and leading by example.
- 1.3 Evaluate current practices and work in partnership to promote and connect people with disability to employment.
- 1.4 Recognise and promote the abilities of people with disability and the contribution that they make to the community.
- 1.5 Work with kindergartens and schools to support transition of young people with disabilities through the education system up to employment and further opportunities.

2019 Actions	Progress measures	Outcomes/comments	Status	2020 Actions & relevant teams
1.1 Year two action	Staff across the organisation understand the benefits and importance of employing people with disabilities.		On Hold BT	
1.2 Year two action	Local employers hire people with disabilities	An ILC (Information, Linkages and Capacity building) grant was applied for through a consortium of Councils in the south east region to deliver a program aimed at building local business capacity to employ people with disabilities, however it was not successful.	Progressing	Look for opportunities to work in partnership with disability organisations and local businesses to support the employment of more people with disabilities. SPCD and Economic Development
1.3 Explore option of evaluating current work practices with Australian Network on Disability (see action 2.3)	The organisation has a better understanding of how our processes and practices can be more inclusive	Change of leadership in HR and the Business Transformation process required this process to be put on hold.	Progressing	HR and SPCD
1.4 Incorporate recognition into All Abilities Day and through nomination of individuals and groups in awards	People with disability are recognised for their achievements	Due to the handover of All Abilities Day from Shire to Belgravia Leisure, this action was not progressed.	On Hold	Explore opportunities for recognition with disability services, the DAC and Belgravia Leisure for next All Abilities Day. SPCD
1.5 Identify opportunities to work in partnership with education system	Young people are supported to transition from school to work and community connections.	Postponed due to coronavirus	On hold COVID	Youth Services

Key Area Five – Employment and Education

Strategic Objective Two

Council is a good practice example of an employer of people with disability

Strategies

- 2.1 Apply an equity lens to relevant HR policies and practices and ensure workplace adjustment principles are reflected across the organisation.
- 2.2 Promote a culture of inclusion and accessibility, including providing training and awareness-building materials to all staff to build knowledge of disability in the workplace.
- 2.3 Explore the benefits of Council becoming a member of Australian Network on Disability.
- 2.4 Work towards aligning Council employment strategy with Every Opportunity: Victorian economic participation plan for people with disability 2018-2022.

2019 Actions	Progress measures	Outcomes/comments	Status	2020 Actions & relevant teams
2.1 Look at opportunity to review recruitment processes through equity lens the Business Transformation (BT) process	Opportunities identified	On hold	Ongoing	SPCD and HR
2.2 Inclusion Awareness Training incorporated in Corporate L&D calendar	Staff have participated in training	On hold	Ongoing	SPCD and HR
2.3 Find out more about time commitments required in membership with Australian Network on Disability	Time commitments understood	Not pursuing at this time	Ongoing	SPCD and HR
2.4a Find out more about the “Every Opportunity” state plan and expected commitments.	Every Opportunity understood by HR	On Hold	Ongoing	HR
2.4b Send expression of interest to MAV to support ILC (information linkages and capacity building) grant for local government initiative to look at employment for people with disabilities	EIO Sent	EOI was sent, however grant application was not successful.	On hold	SPCD and HR

Key Area Six – Support Services Strategic Objective One

Support people with a disability through advocacy, community capacity building and social inclusion activities.

Strategies

- 1.1 Support to eligible residents in transition to the NDIS, including promotion of NDIS information from the Brotherhood of St Laurence.
- 1.2 Ongoing provision of the Home and Community Care Program for Younger People (HACC-PYP) services.
- 1.3 Support the MetroAccess position to build capacity of the Shire and external stakeholders, towards inclusion of people with disabilities in the community.
- 1.4 Provide accessible and relevant information to individuals, carers and services through mainstream and disability-specific channels.
- 1.5 Enable the Disability Advisory Committee to provide feedback and advocacy on key areas of the Disability Inclusion Plan.
- 1.6 Develop inclusive programs in partnership with disability and mainstream services that give people with disabilities more opportunities to participate as active members of the community.
- 1.7 Support not-for-profit advocacy groups, Mental Health services, Disability Services and carers groups to run information sessions and workshops on the NDIS for families and individuals.

2019 Actions	Progress measures	Outcomes/comments	Status	2020 Actions & relevant teams
1.1 Support eligible residents in transition to the NDIS	Eligible residents are provided with the information required to transition to the NDIS	Delivered	Completed	Aged and Disability Team
1.1 Provide timely assessment of residents under 65 years of age (or under 50 if Aboriginal or Torres Strait Islander)	Eligible residents are assessed for HACC-PYP services and provided with relevant information and referral pathways to ensure they have access to the support they require.	Delivered	Ongoing	Aged and Disability Team
1.2 Provide appropriate Home-Based Services for residents eligible for the HACC-PYP program	Eligible residents receive appropriate home-based support services.	Delivered	Ongoing	Aged and Disability Team
1.3 Ensure MetroAccess (disability inclusion) position continues to be funded internally beyond June 30	Budget allocated to position	DHHS / NDIS funding was extended to December 2019 but has now ceased. Council will continue to fund the permanent position.	Completed	Position will continue to be funded by Council. SPCD
1.4 Information provided via email, social media, newspaper and community engagement as appropriate	Emails sent, social media posts, newspaper articles, events etc..	Email bulletins were sent out monthly to ~400 recipients, updating people on disability news and events. Events, programs and other information relating to people with disability sent out through mainstream communication channels.	Completed	Continue to provide information through the Disability Inclusion email Bulletin. Continue to use mainstream channels to advertise, promote and share relevant information. SPCD, Communications Team
1.5 Disability Advisory Committee supported to provide advocacy and feedback on Disability Inclusion Plan	Advocacy and feedback provided to key stakeholders via relevant channels/methods	DAC continued to meet monthly with Councillor representation.	Completed	DAC will assist in mid-term review of the Disability Inclusion Plan in June/July. Annual Action report and 2020 Actions will be presented to the DAC in April. SPCD

1.6 Continue to work across all areas of community to develop more inclusive programs and opportunities	People with disabilities feel welcome and have opportunities to participate in the community	New programs such as Outcrop Music Jam and music for the Fit and Fun group established. Writability program developed in partnership with Writers Victoria and Peninsula Writers Club.	Ongoing	Programs have been temporarily put on hold due to COVID-19 but will hopefully resume later in 2020. SPCD
1.7 Groups are given support to run their events and activities	Eligible residents are provided with the information required to transition to the NDIS	Carers Groups supported to run events during Carers Week. Belgravia supported to run All Abilities Day through financial and volunteer contribution. Fit and Fun supported by Shire.	Ongoing	Most events and activities will be put on hold due to COVID-19 however support will be ongoing during this time to deliver online and other options for people and groups. SPCD