

# DISABILITY ACCESS AND INCLUSION PLAN (DAIP) REVIEW TIMELINES AND ACTIONS



Step	Date	Task	Comment
<b>Community Consultation Phase</b> <ul style="list-style-type: none"> <li>• Questionnaire (hard copies available at Administration Office, Library, Visitors Centre, Cummins Theatre, Recreation Centre)</li> <li>• Phone In</li> <li>• Written submissions</li> <li>• Staff survey and meetings</li> <li>• Meetings - people with disability, families, carers, disability organisations &amp; relevant community groups</li> <li>• Personal contacts</li> </ul>			
1.	18-Nov	Email Communications Team outlining communication strategies	
2.	26-Nov	Prepare an agenda item for the Councillor Information	
3.	27-Nov	Develop a questionnaire via Survey Monkey	
4.	28-Nov	Staff meeting with key staff members Library – Wendy Porter Visitors Centre – Robyn McCarthy/Carina MacDonald Cummins Theatre – Leanne Health – Peter Zenni & Meghna Dalwadi Building Maintenance – Ben Conroy Building/Planning – Peter Zenni Customer Services – Jonelle Beck Emergency Services – Sheree Lowe Occupational Health and Safety – Leah Boehme Human Resources – Anke Bruyns Communications – Kohdee Community Services – Codi Operations – Amer Tawfik MRCLC - Mel	
5.	2-Dec	Prepare information for the website	
6.	3-Dec	Send information for E-Newsletters	
7.	4-Dec	Provide hard copies of questionnaire – Admin Office, Rec Centre, Resource Centre, Library, Cummins Theatre, Post Offices	
8.	13-Dec	Advert in Phoenix and on Shire Website – Calling for participation in questionnaire	

9.	13-Dec	Email All Staff and Councillors with a link to the questionnaire	
10.	16-Dec	Make contact with local area rep for Department of Communities	
11.	16-Dec	Make contact with local service providers	
12.	20-Jan	Survey responses close	
13.	Jan	Make direct contact with families with disabilities, carers, agencies	
14.	Jan	Meet with groups such as seniors etc.	
15.	Jan	Begin drafting new plan	
<b>Development of Plan</b>			
16.	Feb	Finalise review and incorporate feedback into plan	
17.	Feb	Send draft plan to Department of Community Services for comment prior to adoption of the plan by Council	
18.	25- March	Draft plan on agenda for adoption by Council	
19.	April	Advert in Phoenix of plan adoption	
20.	April	Lodge plan with Department of Communities	
21.	April/May	Launch / Promote / New Plan available on website	

### Tips and resources

- View our example timeline for developing or reviewing a DAIP (below). Organise your work in advance with this document that shows the major steps in the process.
- [Tick all the boxes](#). Use the lodgement compliance checklist to make sure your DAIP has all the essential features, including the prescribed wording of the seven DAIP outcomes.
- Prepare your public notices using the examples below. The Disability Services Regulations require one public notice for consultation on your DAIP, and another one to announce when it is finalised. The wording is up to you, but there are some examples at the bottom of this email.

The Commission's [online resources](#) cover all aspects of developing or reviewing a DAIP and making your organisation more accessible to people with disability.