

Seacliff Community Recreation Disability Action Plan Checklist

Key 1. Haven't considered 2. Thinking about it 3. Starting to develop 4. Implementing 5. Achieving and Monitoring								
Number	1	2	3	4	5	Evidence	Action	Date Achieved
1. Policies and Procedures								
SCRA has a written Inclusion Policy in place reviewed regularly.					5	Inclusion Policy July 2015. Reviewed March 2018.	Policy is made available on the SCRA website, all Member Groups are aware of the Inclusion Policy, reviewed every 2-3 years or as required. All volunteers and workers are required to comply.	Jul-15
Member Groups are all registered with their State Association and abide by their State Association Policies.					5		Member Groups are aware of and implement their affiliated bodies policies and guidelines.	On going
Member Groups all have their own regular Committee meetings and any concerns raised can then be passed onto monthly SCRA Board of Management General meetings.					5		Agenda item on Member Groups Committee meetings for discussion and any concerns passed onto the SCRA General Meetings by Member Group Representatives.	On going
SCRA Strategic Plan every 3 - 5 years. Every member, coach, volunteer and worker has the opportunity to be involved.					5	May 2018 last Strategic Plan.	Strategic planning to include strategies to ensure the SCRA is inclusive and meeting the needs of the whole community.	May-18

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2. Approach to the Building								
There is a continuous, unobstructed access to buildings.					5	Ramps provide great access for all members of the community.	Not applicable	Jul-15
3. Parking								
Accessible parking bays are located reasonably close to buildings with suitable pathways to the entrance.					5	Two (2) parking areas clearly signed and close to the buildings.		On going
4. Entrance to the building								
The front entrance provides unassisted access to the building.					5	Push button automatic doors allow wheelchair access. Doors installed January 2018.		Jan-18
5. Doors								
The doors are accessible (push button to open / close) and with a minimum width opening of 760mm.					5	Doors at Centre meet the requirements.		Jan-18

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6. Floor Surfaces								
Where floor surfaces are different heights, signs installed to indicate different height surface.				4		Signs are displayed where appropriate.	Appropriate hazard indicators will be installed to highlight the different floor heights.	On going
Slip surfaces are slip resistant even when wet, carpets of low pile, level loop and antistatic.				4		Not slippery when dry.	Steps are taken to ensure the floor is kept dry and when wet, signage is displayed.	On going
We have tactile indicators provided for approaches to stairs, ramps, edges etc.			3				Investigate use of tactile indicators	On going
7. Member Group Program and Service								
Member Groups record the degree to which programs and services are used by people with disabilities.					5	Statistics are recorded with registrations.		On going
8. SCRA Board of Management								
SCRA Board of Management are aware of their legislative obligations to ensure access to people with disabilities.					5		Keep Board of Management and Members Groups up to date and informed.	On going

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9. Staffing								
Volunteers and employees are sufficiently trained to recognise the limitations which may be associated with particular disabilities and how best to respond. (e.g. limitations with communication, sight or hearing impairment, mobility, coordination or dexterity and understanding or interpretation skills.)					5	All volunteers and employees from each Member Group are trained through their Accreditation.	Make volunteers and employees aware of further training opportunities to further their knowledge and skills in working with people with a disability.	On going
Volunteers and employees receive training or other forms of guidance on working in positive ways with people who have disabilities.					5	Information about policies and procedures regarding positive ways to work with people with a disability are provided to volunteers and employees at their induction.		On going

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10. Sanitary Facilities								
Toilet areas have slip resistant floors, adequate lighting. Door handles and locks are easy to use for a person with limited strength.					5			Jul-15
A toilet with wheelchair access, is easy to find, clearly signed and complies with the Building Code of Australia.					5			Jul-15
There are accessible showers, designed with room to manoeuvre, non slip surfaces, grab rails, taps of adequate height.					5			Jul-15

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11. Emergency Exits								
Ground floor exit routes are accessible for people with a disability.				4		Fire alarm bell, assemble points, SCRA Emergency Procedures Policy, annual fire evacuation by every Member Group.	Strategies are put in place in the fire evacuation procedure to ensure that all members are aware of an emergency and accounted for. Emergency exits lighting are displayed.	On going

Approved by Board of Management of Seacliff Community Recreation Association Incorporated November 2015

Revised October 2016, November 2017, October 2018, October 2019, November 2020, October 2021, September 2022, August 2023