



# Contractor Progress Reporting

Disability Access and Inclusion Plan (DAIP)

City of Subiaco

[www.subiaco.wa.gov.au](http://www.subiaco.wa.gov.au)

# What is a Disability Access and Inclusion Plan?

- Disability Access and Inclusion Plans (DAIPs) ensure that people with disability can access services, facilities, buildings and information provided by public authorities in Western Australia.
- The Disability Services Act 1993 (the Act) makes DAIPs mandatory and prescribes their development, implementation and reporting. It requires that DAIPs are implemented by public authority staff (State and local government bodies) and also **applies to agents and contractors providing a service to the public.**
- The City must report to the Department of Communities each year on DAIP implementation process by employees, contractors and agents.
- The City's DAIP is found on the [City's website](#).



# How is an agent/contractor defined under the DAIP?

- an agent is a person or business authorised to act on the City's behalf.
- a contractor is an entity who performs a service or delivers a product under an agreement (or contract) with the City.
- there is an exchange of money for services (this includes grants and partnerships).





# I am an agent/contractor, am I required to report to the City?



- Only agents and contractors providing a service to the public are required to report (e.g. fixing a footpath, holding a public event).
- Contracted services in which the public authority itself is the recipient of the services are **NOT** relevant to the DAIP. Therefore, you would not be required to report (e.g. a workshop delivered to City staff).



# What is the reporting process?



- The City is legally required to report to the Department of Communities by July every year.
- One of the City's Community Development Officers will send out a link to a brief survey to all relevant contractors and agents prior to July.
- All relevant contractors are to complete the survey by the deadline provided. The survey questions will be based on the City's DAIP prescribed outcomes.
- Some relevant information and tips are provided in the next few slides. It should not; however, be considered as expert advice. An accredited access consultant can be contacted for this purpose.



# The City's prescribed DAIP outcomes\*



- Access to **services and events**
- Access to **buildings and facilities**
- Access to **information and quality of service**
- Access to opportunities to provide **feedback** and participate in **public consultation**

\* Relevant to agents and contractors



# Access to services and events



- People with disability often report difficulty in gaining access to a range of services due to physical barriers or lack of accessible information.
- Accessibility should be top of mind in our decision-making. However, more often than not, it tends to be an afterthought. This can result in unpleasant experiences for some and/or complex [complaint processes](#). We can all agree that we want everyone to have a fantastic time, and there are plenty of online resources to help you achieve this right from the start of your event planning:
  - [Accessible events checklist](#)
  - [Hosting accessible and inclusive in-person meetings and events](#)
  - [How to create a more accessible event listing](#)
  - [What is a quiet room?](#)





# Access to buildings and facilities



- The provision of appropriate access benefits not only people with disability but the broader community including seniors, parents with young children in prams, among other groups.
- If access requirements are considered early in the planning stage of any new development, they can frequently be incorporated for very little or no additional cost.
- While the built environment is heavily controlled and guided by legislation and standards such as the Disability Discrimination Act 1992 (DDA), the National Construction Code and the Disability (Access to Premises – Buildings) Standards 2010, to name a few, designing beyond minimum compliance is always encouraged.
- Taking a [universal access design](#) approach is also an effective way to remove barriers for people with disability and the broader community.
- Expert advice on accessibility matters can also be sought through an [accredited access consultant](#).





# Access to information and quality of service



- Information helps us all to make decisions and choices about our lives and enables us to live independently, to access social rights and entitlements and take part fully in society (Comhairle 2005).
- While some people can make spontaneous decisions, for many others with accessibility requirements, this is not an easy task. For example, a person with a vision impairment needs to be confident they can efficiently and safely complete their transport journey by having all the information they require prior to leaving their house (e.g. availability of public toilets, toileting facilities for guide dogs, etc.).
- There is a wide range of resources available online such as:
  - [Accessible Information](#)
  - [The Whole Journey – a guide for thinking beyond compliance to create accessible public transport journeys](#) (transport related but relevant to other areas)
  - [Inclusive Language Guide](#)
  - [Using Inclusive Language](#)
  - [Accessible Australia app](#)



# Access to information and quality of service



- There is a wide range of resources available online such as:
  - [Better communication with people with disability](#)
  - [Communication with people with disability](#)
  - [We can all help to improve communication for people with disabilities](#)



# Access to opportunities to provide feedback and participate in public consultation



- People with disability can face barriers to attending and participating in public functions in a variety of ways. They may experience difficulty hearing what is said, seeing small print on an invitation, climbing steps to the venue, understanding signage, or using a rest room in the building.
- Some relevant links and documents are as follows:
  - [How to consult with people with disability](#)
  - [Services, events and public consultation](#)
  - [Creating accessible surveys with Survey Monkey](#)
  - [Consulting persons with disability\\*](#)

*\* This is a lengthy document. However, it has some valuable information on checklist of elements to consider for every type of consultation when involving people with disability.*







# Thank you

For more information on access and inclusion, please contact the City's Community Development team on 9237 9222.