

# CONTRACTOR'S DAIP REPORT

<b>CONTRACT NO.</b>	C100__ ( ___/201_)
<b>TYPE OF SERVICE</b>	
<b>CONTRACTOR'S NAME (Company Name)</b>	

Please answer **yes, no or not applicable (N/A)** to the following questions. If the answer is yes, please provide a brief description/details of the activities/services undertaken.

For further information refer the Contractor's DAIP Report Completion Instructions.

	DAIP Outcome	Yes	No	N/A	Access & Inclusion Details
1	People with disabilities have the same opportunities as other people to <b>access services and any events.</b>				
2	People with disabilities have the same opportunities as other people to <b>access buildings and other facilities.</b>				
3	People with disabilities receive information in a format that will enable them to <b>access the information</b> as readily as other people are able to access it.				
4	People with disabilities receive the same level and <b>quality of service from staff</b> as other people receive.				
5	People with disabilities have the same opportunities as other people to <b>make complaints</b>				
6	People with disabilities have the same opportunities as other people to <b>participate in any public consultation.</b>				
<b>Signature of Authorised Officer of Contractor:</b>					
<b>Name of Authorised Officer (BLOCK LETTERS):</b>					
<b>Position/Title:</b>					
<b>Date:</b>		...../...../.....			
<b>This report is to be submitted on completion of the Contract or if a Period Contract, annually by 1<sup>st</sup> June each year to the Principal's address:</b>					<a href="mailto:tenders@cockburn.wa.gov.au">tenders@cockburn.wa.gov.au</a>

# COMPLETION INSTRUCTIONS – CONTRACTOR’S DAIP REPORT

Examples of the strategies and practices undertaken to achieve access and inclusion compliance for each outcome.

<b>1</b>	People with disabilities have the same opportunities as other people to <b>access the services</b> provided by, and <b>any events, public meetings etc.</b> ; organised by the Contractor.
	<ul style="list-style-type: none"> <li>• Produce clear and easy-to-read invitations and flyers, and provide alternative formats for events/meetings etc. that include contact details.</li> <li>• Invitations to events/meetings etc. ask invitees if they have any specific access requirements</li> <li>• Ensure that events/meeting etc. are held in an accessible and appropriately equipped venue.</li> <li>• Read the Principal’s Access and Equity Position Statement (PSCS1)</li> <li>• Read the Principal’s Disability Access and Inclusion Plan.</li> </ul>
<b>2</b>	People with disabilities have the same opportunities as other people to <b>access the buildings and other facilities</b> of the Principal and the Contractor.
	<ul style="list-style-type: none"> <li>• All design, building and construction projects comply with or exceed current standards.</li> <li>• Provide clear access ways free of boxes, displays and other obstructions.</li> <li>• Use buildings that are accessible - if there is no lift; make sure all direct service points are located on the ground floor.</li> <li>• Avoid abrupt vertical changes of level (kerbs, steps, ruts, gutters) to ensure a continuous accessible path of travel.</li> <li>• Provide adequate space into doorways and within rooms to allow for wheelchair dimensions and turning circles.</li> <li>• Place colour contrast strip on steps.</li> <li>• Provide surface finishes that are slip-resistant, evenly laid and free of hazards to minimise risk of injury.</li> <li>• Provide signage with clear lettering and good colour contrast.</li> <li>• Provide an appropriate number of ACROD accessible parking bays.</li> <li>• Ensure alternative pathways provided during construction projects are accessible.</li> </ul>
<b>3</b>	People with disabilities receive information in a format that will enable them to <b>access the information</b> as readily as other people are able to access it.
	<ul style="list-style-type: none"> <li>• Be prepared, if requested, to provide information in alternative formats, such as a larger sized font for brochures.</li> <li>• Provide clear and easy to read information by using a san serif font such as Arial or Helvetica in a minimum size of 12 point.</li> <li>• Use text of a dark colour to significantly contrast with the background.</li> <li>• Display important information in bold font, avoid using upper case text only, use a minimum of italics.</li> <li>• Design websites to meet accessibility guidelines developed by the World Wide Web Consortium (W3C).</li> <li>• Provide Auslan interpreters when requested by people who are Deaf or have a hearing impairment.</li> <li>• Incorporate captioning in DVD and TV advertisements.</li> <li>• Provide business cards with good colour contrast and easy-to-read fonts</li> </ul>

<b>4</b>	People with disabilities receive the same level and <b>quality of service from the staff</b> as other people receive.
	<ul style="list-style-type: none"> <li>• Make the DAIP information available to all staff.</li> <li>• Provide staff with information about the needs of people with disabilities and where to locate extra resources.</li> <li>• Provide disability awareness training for staff who deal with the public.</li> <li>• Improve staff awareness of accessible information needs and how to obtain information in other formats such as large print, Braille or audio tape.</li> </ul>
<b>5</b>	People with disabilities have the same opportunities as other people to <b>make complaints</b> .
	<ul style="list-style-type: none"> <li>• Accept complaints in a variety of formats such as by telephone, email, written, in person or with a carer.</li> <li>• Allow proxies to make complaints on behalf of the person with a disability.</li> </ul>
<b>6</b>	People with disabilities have the same opportunities as other people to <b>participate in any public consultation</b> .
	<ul style="list-style-type: none"> <li>• Provide media releases and advertisements about public consultation in both print and electronic media, including Information Radio and the website.</li> <li>• Consult people with disabilities in a range of different consultation mediums, for example focus groups, interviews, surveys.</li> <li>• Request information about access requirements from participants prior to attending consultations.</li> <li>• Hold consultations in accessible buildings.</li> </ul>

<b>Lodgement of Report</b>
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The Contractor's DAIP Report shall be submitted on completion of the Contract and on the 1<sup>st</sup> of June each year where the contract commenced prior to June and the contract duration extends beyond June or exceeds one (1) calendar year..

All Contractors engaged under a period contract shall submit the Report annually on the 1st of June for the term of the Contract.

**The Report shall be submitted to:**

**City of Cockburn**  
 PO Box 1215, Bibra Lake DC WA 6965  
 Telephone: (08) 9411 3527  
 Fax: (08) 9434 1393  
 Email: [tenders@cockburn.wa.gov.au](mailto:tenders@cockburn.wa.gov.au)

## For Additional Information

<b>Contact:</b>	<p>For additional information regarding the Contractor's DAIP Report or the City of Cockburn's Disability Access and Inclusion Plan, please contact:</p> <p>Jason Hoggan Disability Access &amp; Inclusion Officer</p> <p><b>City of Cockburn</b> PO Box 1215, Bibra Lake DC WA 6965 Telephone: (08) 9411 3502 Fax: (08) 9411 3333 Mobile: 0427 009 698 Email: <a href="mailto:jhoggan01@cockburn.wa.gov.au">jhoggan01@cockburn.wa.gov.au</a></p>
<b>Or</b>	<p>The Principal's Disability Access and Inclusion Plan 2012-2017 is available from the City's website: <a href="http://www.cockburn.wa.gov.au/Your_Council/Acts_and_Information/Public_Documents/">http://www.cockburn.wa.gov.au/Your_Council/Acts_and_Information/Public_Documents/</a></p>
<b>Or</b>	<p>The Disability Services Commission's website is <a href="http://www.dsc.wa.gov.au">www.dsc.wa.gov.au</a> with further information available from the following additional website:</p> <ul style="list-style-type: none"><li>• <a href="http://www.disability.wa.gov.au">www.disability.wa.gov.au</a></li></ul> <p>Of particular interest may be:</p> <p><b>Access Resource Kit (ARK)</b> – contains information and checklists about the practical issues involved with the provision of access for people with disabilities. Each checklist may be used to identify access barriers and possible ways to overcome these barriers.</p> <p><b>Buildings – A Guide to Access Requirements 2001</b> – provides information on planning, designing, developing and managing buildings and facilities to ensure that they are accessible. It includes information about access codes, standards and relevant legislation.</p> <p><b>Creating Accessible Events</b> – assists event organisers and function coordinators design, plan and conduct events which are accessible for people with disabilities.</p>

## How to Report Access Issues

<b>Contact:</b>	<p>To report any access issues in the course of your duties that are the responsibility of the City of Cockburn you can lodge a customer request report by contacting:</p> <p><b>Customer Service</b></p> <p>Telephone: (08) 9411 3444 Or Email: <a href="mailto:customerservice@cockburn.wa.gov.au">customerservice@cockburn.wa.gov.au</a></p>
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