

## Access and Inclusion Plan Contractor Reporting

Section 29B of the Disability Services Act (1993) states “a public authority that has a disability access and inclusion plan must take all practicable measures to ensure that the plan is implemented by the public authority and its officers, employees, agents or contractors”.

The Contractor will:

- (i) to the extent possible, undertake all Works in a manner consistent with the Principal’s *Access and Inclusion Plan (AIP) 2018-22* prepared under the *Disability Service Act 1993*; and
- (ii) report to the Principal on the extent to which the Contractor has implemented the Principal’s AIP, using the below form.

***Please return your completed Report (below) by the Contract End Date and by 31<sup>st</sup> May in each year of the contract to the Principal:***

By email [amrshire@amrshire.wa.gov.au](mailto:amrshire@amrshire.wa.gov.au)

Or by post:

Community Development Officer  
Shire of Augusta Margaret River  
PO Box 61 Margaret River WA 6285

***(This form is also available in alternate formats, including electronic, upon request)***

Shire of Augusta Margaret River Agent/Contractor Report		
<b>Contractor:</b>		
<b>Contact Name:</b>		
<b>Position Held:</b>		
<b>Signed:</b>		
<b>Dated:</b>		
Activities by contractors broadly consistent with AIP Outcome areas include:		
AIP Outcome	Example of actions (Please mark if appropriate)	
1. People with disability have the same opportunities as other people to <b>access services and events.</b>	Ensured contracting and procurement staff were aware of AIP responsibilities	<input type="checkbox"/>
	Ensured events organised and/or promoted were accessible and inclusive of people with disability	<input type="checkbox"/>
	Other actions implemented (please describe):	<input type="checkbox"/>
	Not applicable	<input type="checkbox"/>
2. People with disability have the same opportunities as other people to <b>access buildings and other facilities</b>	When carrying out work on public buildings or facilities we ensured access is not obstructed	<input type="checkbox"/>
	Ensured entry and exit ways remain obstruction free	<input type="checkbox"/>
	Ensured the correct signage was displayed when work was being undertaken	<input type="checkbox"/>
	Other actions (please describe):	<input type="checkbox"/>
	Not applicable	<input type="checkbox"/>

3. People with disability receive information in a format that will enable them to <b>access information</b> as readily as other people are able to access it	Reviewed the State Government Guidelines to Information, Services and Facilities to ensure information is delivered in an accessible format.	<input type="checkbox"/>
	Ensured information was made available in alternative formats upon request.	<input type="checkbox"/>
	Reviewed our website to ensure it was accessible.	<input type="checkbox"/>
	Other actions implemented (please describe):	<input type="checkbox"/>
	Not applicable	<input type="checkbox"/>
4. People with disability receive the <b>same level and quality of service</b> from staff as other people receive.	Improved staff awareness of disability and access issues and improved skills to provide a good service to people with disability.	<input type="checkbox"/>
	Staff were provided with training to assist with customer service.	<input type="checkbox"/>
	Accessibility information is regularly reviewed and readily available to staff.	<input type="checkbox"/>
	Other actions implemented (please describe):	<input type="checkbox"/>
	Not applicable	<input type="checkbox"/>
5. People with disability have the same opportunities as other people to <b>make complaints</b> .	Accept complaints in a variety of formats such as by telephone, email, written or in person.	<input type="checkbox"/>
	Have grievance mechanism processes available to meet the needs of people with disability.	<input type="checkbox"/>
	Ensured that complaints policy and procedures are accessible for people with disability.	<input type="checkbox"/>
	Other actions implemented (please describe):	<input type="checkbox"/>
	Not applicable	<input type="checkbox"/>
6. People with disability have the same opportunities as other people to <b>participate in any public consultation</b> .	Ensured the consultation process was held in an accessible venue.	<input type="checkbox"/>
	Ensured information was available in alternative formats (if required) including AUSLAN interpreters.	<input type="checkbox"/>
	Other actions implemented (please describe):	<input type="checkbox"/>
	Not applicable	<input type="checkbox"/>
7. People with disability have the same opportunities as other people to <b>obtain and maintain employment</b> with a public authority.	Provided job related information in alternative formats upon request.	<input type="checkbox"/>
	Held interviews in an accessible venue.	<input type="checkbox"/>
	Other actions implemented (please describe):	<input type="checkbox"/>
	Not applicable	<input type="checkbox"/>
<b>END OF REPORT</b>		

### **Ways to provide access for people with disabilities**

Making contracted services accessible need not be expensive or complex. Agents and contractors should undertake activities that are broadly consistent with the seven desired AIP outcomes. It does not necessarily mean that contractors will replicate every access strategy that the contracting local government is undertaking in its AIP.

Examples of accessible services related to each outcome area provided by agents and contractors include:

**1. People with disability have the same opportunities as other people to access services and events.**

- Produce clear and easy-to-read invitations and flyers for events that include contact details.
- Ensure that events are held in an accessible venue. Use the Accessible Events Checklist located on the Disability Services Commission website [www.disability.wa.gov.au](http://www.disability.wa.gov.au).
- Read the Shire's *Access and Inclusion Plan*.
- Develop and promote accessible and inclusive events and activities.

**2. People with disability have the same opportunities as other people to access buildings and other facilities.**

- Provide clear access ways free of boxes, displays and other obstructions.
- Use buildings that are accessible - if there is no lift make sure all direct service points are located on the ground floor.
- Avoid abrupt vertical changes of level (kerbs, steps, ruts, gutters) to ensure a continuous accessible path of travel.
- Provide adequate space into doorways and within rooms to allow for wheelchair dimensions and turning circles.
- Place colour contrast strip on steps.
- Provide surface finishes that are slip-resistant, evenly laid and free of hazards to minimise risk of injury.
- Provide signage with clear lettering and good colour contrast.
- Provide an appropriate number of ACROD accessible parking bays.

**3. People with disability receive information in a format that will enable them to access information as readily as other people are able to access it.**

- Be prepared, if requested, to provide information in alternative formats, such as a larger sized font for brochures.
- Provide clear and easy to read information by using a sans serif font such as Arial or Helvetica in a minimum size of 12 point.
- Use text of a dark colour to significantly contrast with the background.
- Display important information in bold font, avoid using upper case text only, use a minimum of italics.
- Design websites to meet accessibility guidelines developed by W3C.
- Provide Auslan interpreters when requested by people who are Deaf or have a hearing impairment.
- Incorporate captioning in DVD and TV advertisements.
- Provide business cards with good colour contrast and easy-to-read font size.

**4. People with disability receive the same level and quality of service from staff as other people receive.**

- Make the AIP information available to all staff.
- Provide staff with information about the needs of people with disabilities and where to locate extra resources if required.
- Provide disability awareness training for staff who deal with the public.
- Improve staff awareness of accessible information needs and how to obtain information in

other formats such as large print, Braille or audio tape.

**5. People with disability have the same opportunities as other people to make complaints.**

- Accept complaints in a variety of formats such as by telephone, email, written, in person or with a carer.

**6. People with disability have the same opportunities as other people to participate in any public consultation.**

- Provide media releases and advertisements about public consultation in both print and electronic media, including Information on Radio and the website.
- Consult people with disabilities in a range of different consultation mediums, for example focus groups, interviews, surveys, in person.
- Request information about access requirements from participants prior to attending consultations.
- Hold consultations in accessible buildings.

**7. People with disability and from diverse backgrounds have the same opportunities as other people to be employed by our company.**

- During recruitment processes comply with the legislative requirements of the WA Equal Opportunity Act and the Federal Disability Discrimination Act.
- Review/audit physical access to work sites for existing/potential employees. Identify employment barriers and remove where possible.

**FOR MORE INFORMATION**

A link to the Shire's *Access and Inclusion Plan* and a *Guide to Disability Access and Inclusion Plans for Local Government Contractors* can be accessed from the Shire's website at [www.amrshire.wa.gov.au](http://www.amrshire.wa.gov.au).

If you have any questions regarding the requirements outlined within this reporting template, please contact your Contract Manager / Principal's Representative (as outlined in Schedule 1) or the Shire's Community Development Officer on 9780 5255.