

Appendix 1 – Contractor Report

Reporting sheet of accessible activities provided by contractors to contracting local government authority.

Purpose

This reporting sheet assists contractors to record access activities in the desired outcome areas of their contracting local government’s Disability Access and Inclusion Plan. If services are provided are provided for a range of local governments, this same reporting sheet can be provided to them all. Once a year you are required to forward this reporting sheet to the contracting local government indicating which outcomes have been progressed with a brief summary of activities undertaken. This sheet also serves as a quick reference for all the contractor’s staff about how to provide a more accessible service.

Name of contracted service: _____

Activities by contractors broadly consistent with DAIP outcome areas include:

DAIP Outcome	Activities
1. People with disabilities have the same opportunities as other people to access services and events.	
2. People with disabilities have the same opportunities as other people to access buildings and other facilities.	
3. People with disabilities receive information in a format that will enable them to access information as readily as other people are able to access it.	
4. People with disabilities receive the same level and quality of service from staff as other people receive.	
5. People with disabilities have the same opportunities as other people to make complaints.	
6. People with disabilities have the same opportunities as other people to participate in any public consultation.	

Contractor’s Signature:

Date:
