

Disability Access and Inclusion Plan

Agent and Contractor clause and reporting requirement

Background

The Disability Services Act (WA) 1993, through Curtin's 3-year [Disability Access and Inclusion Plan 2017-2020](#) requires that Curtin Contract Managers inform relevant agents and contractors of the DAIP; and, on Curtin's behalf, provide their products or services to the public in a way that accords with the accessible and inclusive practices identified in the plan.

Curtin's annual DAIP reporting (July to June) includes the activities of relevant contracts that were in force, signed or varied during the reporting year; and requires the agents and contractors to report to Curtin on these activities. [See requirements for Curtin Contract Managers and Curtin Agents and Contractors.](#)

Definitions of relevant contracts

A 'contract' is a formal written arrangement (contract, MOU or agreement) which uses public money (state or federal government) and either:

- involves supply of services to the public on Curtin's behalf (e.g. regalia, security); or
- involves supply of a service or product to Curtin which directly intersects with Curtin's public (e.g. websites, events, software programs).

The 'public' is Curtin's students, staff and the general public. The 'contractor' or 'agent' must be West Australian-based; including interstate or international companies who directly provide the service or product in WA i.e. they have a base in WA and are affected by WA legislation.

Special Condition Clause

Legal and Compliance Services clause for insertion into relevant contracts or agreements from January 2009:

'A party will provide Curtin with the relevant reports that are required in accordance with the Disability Services Act (WA) 1993 as amended to the extent to which they are applicable under the terms of this Agreement.'

This clause is in accordance with S29 of the Disability Services Act 1993 and applies to:

- New contracts or contract variations (in a reporting year)
- Contracted services provided to the public (e.g. IT services).

It does not apply to services provided directly to Curtin e.g. cleaners, electrical repairs etc.

Curtin Contract Manager Responsibilities

- Familiarise yourself with this requirement
- Ensure the special condition clause is inserted in relevant new and varied contracts
- Inform the agent or contractor of this requirement
- Ensure the agent or contractor is informed of the requirement to report to Curtin at the end of May, using the reporting template

Questions?

Please contact the Senior Advisor (Disability), Diversity and Equity at diversityandequity@curtin.edu.au