

## Contract Manager DAIP Reporting (Insert year e.g. 2013-2014)

Name of public authority:
Name of contact person:
Phone number:
Email:
Please complete only the highlighted sections and forward to the DAIP Implementation
Manager by 15 June each year.

1. For 2013–2014, please indicate in each of the outcome areas of your DAIP:

	Number of strategies/ initiatives planned (Strategies/ initiatives planned whether implemented or not).	Strategies/ initiatives completed (Strategies / initiatives that were completed. Include on- going strategies).	Overall how effective have your completed strategies/initiatives been in enhancing access and inclusion on a scale of 1-4?  Please rate each completed strategy / initiatives using the rating scale below.													
Outcome 1																
Outcome 2																
Outcome 3																
Outcome 4																
Outcome 5																
Outcome 6												_				
Outcome 7																

- 1. **Ineffective –** did not enhance access and inclusion.
- **2. Average –** enhanced access and inclusion in the interim but was not sustainable.
- 3. Effective enhanced access and inclusion.
- **4. Unsure –** unsure or too early to tell whether access and inclusion was enhanced.

(Please see example below)

Example	Number of strategies/ initiatives planned (Strategies/ initiatives planned whether	Strategies/ initiatives completed (Strategies/ initiatives that were completed. Include on- going	Overall how effective have your completed strategies/initiatives been in enhancing access and inclusion on a scale of 1-4?  Please rate each completed strategy/initiatives using the rating scale below.
	implemented or not).	strategies).	below.
Outcome 1	10	7	2 3 3 4 1 2 3

## 2. For 2013—2014, how have you informed Agents and Contractors about your DAIP? (Please tick)

Provided a copy of your agency DAIP	
Provided a link to the DAIP on your website	
Sent a letter	
Referenced in a new contract(s)	
Referenced in a contract variation(s)	
Included requirement in funding/sponsorship agreements	
Other (please describe)	

## 3. How do Agents or Contractors report progress of outcomes to you? (Please tick)

Through internal annual progress reporting systems (email, meetings etc.)	
Completing a contractor progress reporting template	
Did not report (please explain)	

4.	Please provide a description of any significant DAIP initiatives undertake your organisation and by agents and contractors in 2013–2014.	en by
In • •	itiatives undertaken by your organisation to enhance access and inclusion.	
In • •	itiatives undertaken by your agents or contractors to enhance access and inclu	ision.
5.	What challenges did you experience with strategies / initiatives not com (Please tick):	pleted
Bud	getary constraints (please explain)	
	<b>Y</b> , ,	
Lack	c of support / input and feedback from the community (please explain)	
Diffi	culties with contractor or agent input (please explain)	
Diffi	culties coordinating strategies/initiatives (please explain)	
Othe	er (please explain):	