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:

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

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

<table>
<thead>
<tr>
<th></th>
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</tr>
</thead>
<tbody>
<tr>
<td>Outcome 1</td>
<td>10</td>
<td>7</td>
<td>2 3 3 4 1 2 3</td>
</tr>
</tbody>
</table>

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 undertaken by your organisation and by agents and contractors in 2013–2014.

Initiatives undertaken by your organisation to enhance access and inclusion.
•
•
•

Initiatives undertaken by your agents or contractors to enhance access and inclusion.
•
•
•

5. What challenges did you experience with strategies / initiatives not completed? (Please tick):

Budgetary constraints (please explain) □

Lack of support / input and feedback from the community (please explain) □

Difficulties with contractor or agent input (please explain) □

Difficulties coordinating strategies/initiatives (please explain) □

Other (please explain): □