

RE: PWdWA Feedback

Department of Commerce - Disability Access and Inclusion Plan (2012-16)

Emailed 09/03/12 to Meagan Smith 'disability@commerce.wa.gov.au'

Dear Meagan Smith

Thank you for inviting People with Disabilities (WA) Inc to comment on the draft of the Department of Commerce's Disability Access and Inclusion Plan 2012-16.

We receive many requests to comment on Disability Access and Inclusion Plans (DAIPs) and unfortunately we don't have the resources to provide feedback for all DAIP Reviews. We have, however, put together some DAIP publishing guidelines that may be of use to you (see attachment).

Overall we were pleased with the content of the Department of Commerce's DAIP (2012-16) and commitment to the consultation process. We were happy to see the use of alternative formats for the DAIP on the Department's website and understand that the Department has recently introduced online lodgement of forms (e.g., AssociationsOnline), that may be more accessible to some people than paper-based forms. We were also very pleased to see the inclusion of Outcome 7: "People with disabilities have the same access as other people to employment opportunities". Though, we do recommend that some reference is made to the provision of 'reasonable work-related adjustments' that may need to be made so that the Department can be more inclusive of employees with disabilities. In addition, the DAIP could also include some reference to the Department's commitment to the Equal Opportunities Act, National Disability Strategy and Convention on the Rights of Persons with Disabilities. Finally, we support the Department of Commerce's commitment to embracing schemes such as the Companion Card Program.

We look forward to reading the completed DAIP.

Kind regards

Dr Amber Arazi: Consultant, People with Disabilities WA Inc.

Disability Access and Inclusion Plans (DAIPS) PUBLISHING GUIDELINES: RAISING PUBLIC AWARENESS

Please read this document in conjunction with the Disability Services Commission's
Disability Access and Inclusion Plan Training Package
<http://www.disability.wa.gov.au/aud/daip/daipresources.html>

RECOMMENDATIONS

1: MARKETING THE DAIP

It is recommended that reviewed DAIPS are marketed to the public as soon after endorsement as possible. Marketing may include uploading the DAIP to the Public Authority's website, distributing hardcopies of the DAIP, placing an advertisement in a local or statewide newspaper announcing the publication of the new DAIP, distributing electronic copies of the DAIP via community email networks, and including a link to the DAIP on the You're Welcome Website <http://www.accesswa.com.au/>.

2: ALTERNATIVE FORMATS

It has been found that many DAIPS are being published on websites in PDF (Portable Document Format), however this is not the most accessible format for people wishing to adapt the format of the document to make it easier to read (e.g., change background colour or font size). Some screen readers or text-to-speech scanning programs may also find it difficult to read the text from a PDF.

The recommended format for electronic documents is 'Rich Text Format' or 'Word Document'.

DOCUMENT FORMATS INCLUDE:

1. Hardcopy Print.
2. Braille.
3. Plain English.
4. Easy English.
5. Australian Sign Language (ASLAN) Video.
6. Audio (e.g., MP3).
7. Info-graphic / Mind Map.
8. RTF (Rich Text Format) or Word Document.
9. HTML (HyperText Markup Language).
10. DAISY (Digital Accessible Information System).
11. PDF (Portable Document Format).

The following web pages show examples of alternative formats:

- PDF, DAISY, Word document, Plain English and Easy English formats.

<http://www.pc.gov.au/projects/inquiry/disability-support/report>

- HTML, ASLAN and MP3.

<http://www.ddaedustandards.info/>

When producing an electronic document that may be read using screen reader or text-to-speech scanning programs, it is important to check its accessibility and include alternative text for logos, pictures, charts and other visual information. It is also important to check that the reading order using the software will be the same as the visual order. The accessibility of word documents can be assessed using Office 2010's 'Accessibility Checker' tool

<http://office2010.microsoft.com/en-us/starter-help/accessibility-checker-HA010369192.aspx>.

4: DAIP REPORTS

The Disability Services Commission's DAIP Reporting guidelines state that "Public Authorities are to inform the community about DAIP activities through their Annual Report".

We recommend that the Annual DAIP Report is also published as a separate document from the Public Authority's Annual Report. The Annual DAIP Report should then be made available alongside the DAIP, and marketed using the same methods as outlined in Recommendation 1.

NOTE: If the DAIP becomes out-of-date during its review process, then people wishing to access either a hardcopy, or an electronic copy of the DAIP via the Public Authority's website, should be -

- made aware that the out-of-date DAIP is still current;
- given access to the DAIP review timeline, including the expected completion date for the new DAIP; and
- referred to the most recent Annual DAIP Report.

RAISING PUBLIC AWARENESS CHECKLIST

The DAIP / Annual DAIP Report has been endorsed by Management and -

1. printed in full in a hardcopy format and placed in a publically accessible location (e.g., public library);
2. produced in an electronic format and checked using 'accessibility checker' tools and published in Rich Text Format or Word Document format;
3. electronically uploaded to the Public Authority's website in a location that can be easily accessed from the website's homepage;
4. summarised in Plain English, Easy English and/or Info-graphic, printed in hardcopy format and placed in a publically accessible location (e.g., public library) and uploaded in an electronic format to the website;
5. published on the website in other formats, as desired by Management;
6. marketed through an advertisement in the local or statewide newspaper, including details on how to access the document (i.e., contact details and website address);
7. marketed through a weblink on the 'You're Welcome Access WA' website <http://www.accesswa.com.au/>;
8. marketed in full and summary formats and distributed via community email networks; and,
9. marketed through relevant events held by, or supported by, the Public Authority;

NOTE: To improve accessibility, information on how to request the DAIP or Annual DAIP Report in an alternative format, or language, should be cited on the first page of the document and also cited separately from the document, directly on the web page in HTML.