



**DISABILITY INFORMATION & RESOURCE CENTRE INC**

**ANNUAL REPORT**

**2005 - 2006**

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## **ROLE, STRUCTURE AND LEGISLATION**

**The vision** of the Disability Information and Resource Centre (DIRC) is of a society where disability is universally accepted as a valued aspect of the diversity and uniqueness of humanity.

**The mission** of the Disability Information and Resource Centre is to enhance the status of people with a disability and develop community awareness and understanding of disability related issues by providing accurate, impartial, relevant, timely and appropriately formatted information on all aspects of disability.

### **Objectives**

- To provide an information and referral service to people with a disability and their families, care providers, organisations who work on their behalf and the community.
- To provide a Centre where the needs of people with a disability have priority and where they feel valued.
- To support, promote and where practicable resource the activities of organisations which work on behalf of people with a disability, and in particular to assist self-help organisations without major resources of their own.

### **Management**

The overall responsibility for DIRC's operation and direction is vested in a Board of Management with members appointed by the Minister for the Arts.

During the report period the following people have served on the Board:

The Chairperson (and representative of Arts SA):

Tracy Crisp

Deputy Chairperson

Cheryle Hocking

Members appointed for their personal experience of disability:

Helen Scott (to September 2005)

Ashley Halliday

Robert Tinker

Sue Martens (to September 2005)

Jayne Barrett (from September 2005)

Julianne Whitehead (from September 2005)

Members appointed for their special interests, knowledge or skills relevant to the Association:

Moss Politis

Steven Goodman

Barry Mackie

Ian Bidmeade (from September 2005)

The Board membership covers a broad spectrum of disabilities viz physical/neurological, sensory, intellectual, psychiatric and brain injury.

The Board is required to meet on not less than six occasions per year and generally meets monthly to review the operations of the service, to inspect reports on the finances of the organisation, to discuss and develop policy and to give direction to the organisation.

## **Staffing**

The Department for the Premier and Cabinet, through Arts SA provide DIRC with an annual grant, part of which is directed towards employment of four staff. An annual grant is also received from Office for Client and Disability Services – Department of Family and Communities under the Commonwealth, State and Territories Disability Agreement, a portion of which is used to employ four staff.

Director	Neil Lillecrapp
Information Coordinator	Janet Williams
Information Technology Coordinator	David Wallace
Administration and Information Officer	Sandy Newman
Information and IT Officer	Phil McLeod
Information and IT Officer (Part time 0.4 FTE)	Wendy McLeod
Library and Information Officer (Part time 0.6FTE)	Carolyn Gerhardy
Library and Information Officer (Part time 0.6FTE)	Jane Hyde

Most members of staff have a personal experience of disability either as a person with a disability or as a parent/family member of a person with a disability.

## Volunteers

A talented group of volunteers, all of whom have a personal experience of disability, play an invaluable role in the provision of DIRC's services to the community. In recognition of their contributions DIRC staff host quarterly Volunteer Afternoon Teas and an End of Year Celebratory Luncheon.

Cathy Nirta	One ½ day per week in the library on Internet research and video reviews
Damien Lynch	Three days per week, working on <i>Pamphlets</i> database and library duties
Di Workman	Two ½ days per week, developing <i>Access ..we're getting there</i> database
Helen Scott	One ½ day per week, working on access issues and library duties
Michael Lloyd	One morning per week, gardening
Lynette Willcocks	One ½ day per fortnight, working on library tasks
Cheryl O'Brien	One ½ day per week, working on library tasks.
Jan Sorenson	One day per week, working on <i>Training and Resources</i> database
Doug Lyall	One day per week, researching for the <i>History of Disability</i> project
Elizabeth Jardine	One day per week, researching for the <i>History of Disability</i> project

## Contract Workers

DIRC contracted a number of Information & Communication Technology specialists, (Viz Wallace McGee, Peter Wallace, and Copy World) from July 2005 to June 2006 to assist in the on-going development of *EnableNet* and to assist in the maintenance of Servers and associated IT equipment. During the report period DIRC paid contract workers \$9,298 for their services.

## ACHIEVEMENTS AND INITIATIVES

### **OPEN DAY! 20 YEAR CELEBRATIONS OF DIRC AT 195 GILLES STREET AND LAUNCH OF *HISTORY OF DISABILITY IN SA* PROJECT**

On Friday 23 June 2006 celebrations were held at the Centre to mark the 20<sup>th</sup> year of DIRC being located at 195 Gilles Street and to launch the *History of Disability in SA* project.

**DIRC at 195 Gilles Street** - The concept of developing a one-stop-shop for information on all aspects of disability was a topic of discussion and debate amongst disability advocates during the late 1970s. The need for the establishment of a Resource Centre for people with a disability and disability related agencies was also identified. The International Year of Disabled Persons in 1981 gave an added impetus to those advocating for such a Centre.

DIRC was established under the South Australian Associations Incorporation Act on 16 December 1982. It began its operations in June 1983 from premises in Hutt Street. **DIRC's current premises at 195 Gilles Street were built and furnished through corporate and public donations on land made available by the South Australian Government as a South Australian Jubilee 150 Project. The building was officially opened by His Excellency Sir Donald Dunstan KBE, CB, the Governor of South Australia on 17 June 1986.**

**The History of Disability in South Australia** - This project will record the experience of people with a disability in South Australia and will acknowledge, commemorate and celebrate their lives and the contribution they have made to the South Australian community. It will thus raise awareness of disability and disability related issues within society as a whole, and help develop a sense of pride and empowerment within the disability sector. People with a disability will be interviewed and invited to describe their experience of living with a disability and the changes that have occurred within their lifetime. Existing historical records and archived material will also be sourced. This information will be documented, collated and published on a website to be specifically constructed for this project.

The history of people with a disability in South Australia since settlement in 1836 is a story that deserves to be told. Over the past 170 years much has changed in the lives of people with a disability. Much, however, has remained the same. DIRC will create interactive WebPages that explore and record this history. The contribution of people with a disability in building the State of South Australia will be celebrated. This project will unite people with a disability in telling their stories and will provide a lasting legacy for all South Australians. DIRC received a \$30,000 grant for Community Benefit SA to start this on-going project.

**The open day** – The Hon Jay Weatherill MP Minister for Disability representing the Hon Mike Rann MP Premier and Minister for the Arts officiated at the function by launching the *History of Disability SA* project and cutting the celebratory birthday cake. Over 120 people attended the event.

### Electronic Information Services

As people become more comfortable with and accustomed to the use of on-line technology as a means of communication and information gathering and exchange, so other forms of technology decrease in their rates of use. Thus, a significant swing towards retrieving information electronically has been observed in DIRC's statistics.

**DIRC's presence on the Internet – DIRC's homepage, EnableNet and Disability Speaks All Languages (DSAL)**

**DIRC's homepage** [www.dircsa.org.au](http://www.dircsa.org.au) - focuses on informing the public about DIRC's services, role and function.

**EnableNet** [www.enable.net.au](http://www.enable.net.au) - fulfils the role of "one-stop-site" for information on all aspects of disability and provides many other communication and information gathering features. Databases produced by DIRC are available here, as are those hosted by DIRC for other organisations.

There are currently **1,832/1,632** registered EnableNet members with some 270 of these using EnableNet on a regular basis during the report period.

**Disability Speaks All Languages** [www.dircsa.org.au/dsal/](http://www.dircsa.org.au/dsal/) - is being developed to help overcome linguistic barriers that may be experienced by people with a disability from culturally and linguistically diverse backgrounds. It aims to empower these people by providing them with information relating to disability in the language of their choice. This site displays DIRC's pamphlet translated in 11 languages other than English and also has links to other translated material relating to disability.

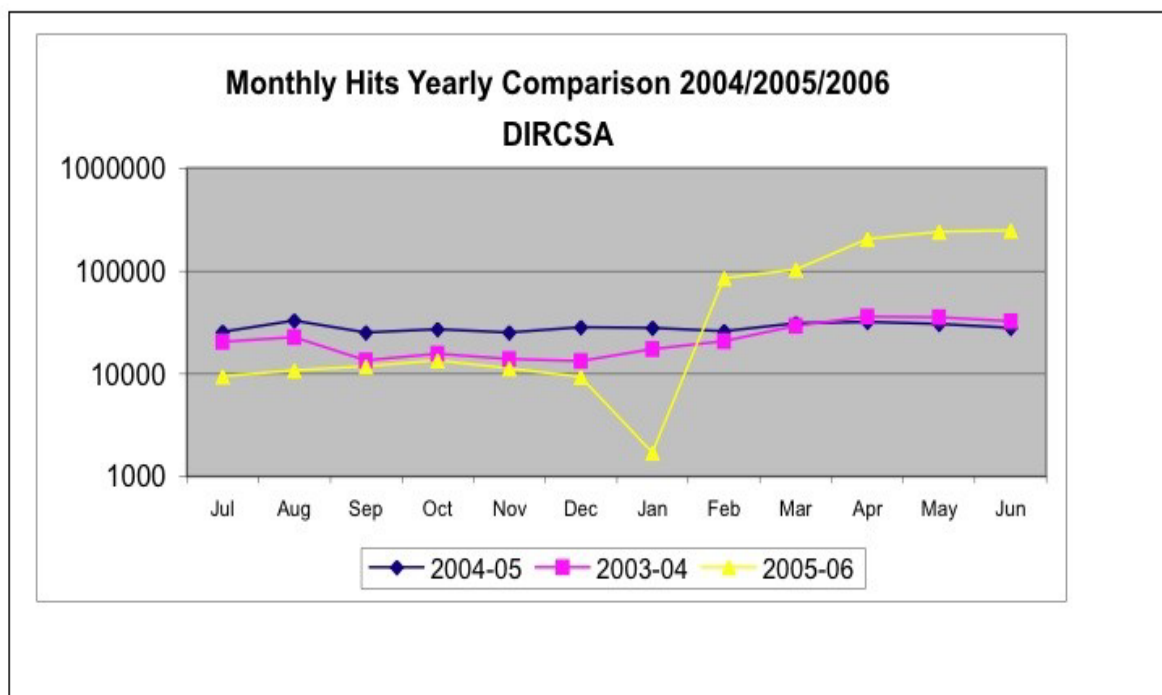
## Electronic Information Services (cont ...)

There has been a 280% increase over the last report period in the number of hits to DIRC's homepage (947,802/338,959).

Tracking of hits to DIRC's homepage during the report period shows the following hits:

Month	dircsa.org.au hits
July	9365
August	10728
September	11843
October	13524
November	11302
December	9224
January	1717
February	85121
March	103683
April	203429
May	239073
June	248793
<b>Total</b>	<b>947,802</b>

Graph comparing annual hits to DIRC home page over three years:



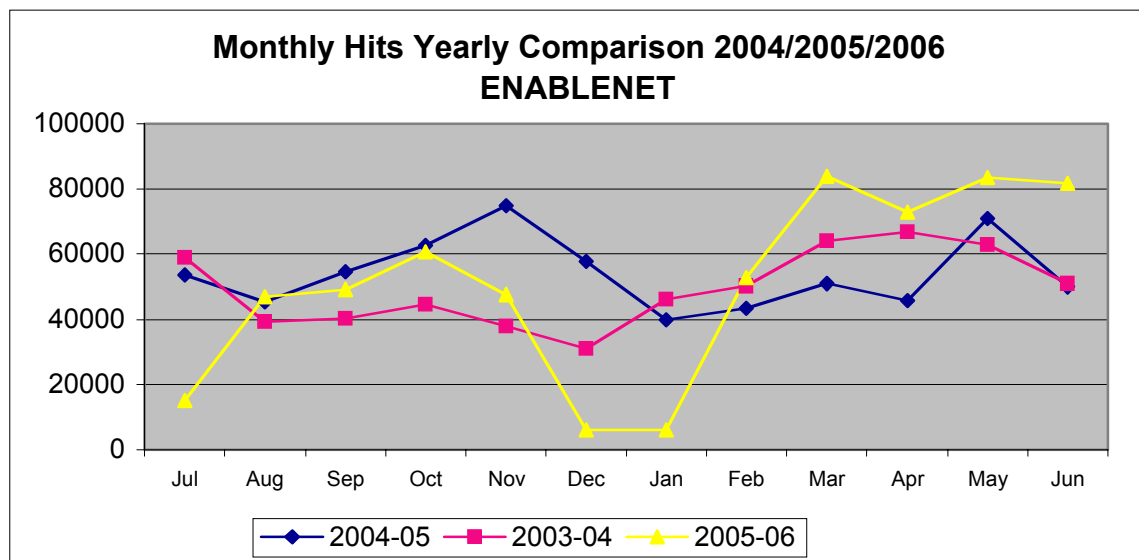
## Electronic Information Services (cont ...)

There has been a 7% decrease in the number of hits to EnableNet (606,613/649,809).

Tracking of hits to EnableNet during the report period shows the following hits:

Month	enable.net.au hits
July	15191
August	47034
September	49133
October	60653
November	47686
December	6200
January	6047
February	52795
March	83915
April	72814
May	83529
June	81616
<b>Total</b>	<b>606,613</b>

Graph comparing annual hits to EnableNet over three years:

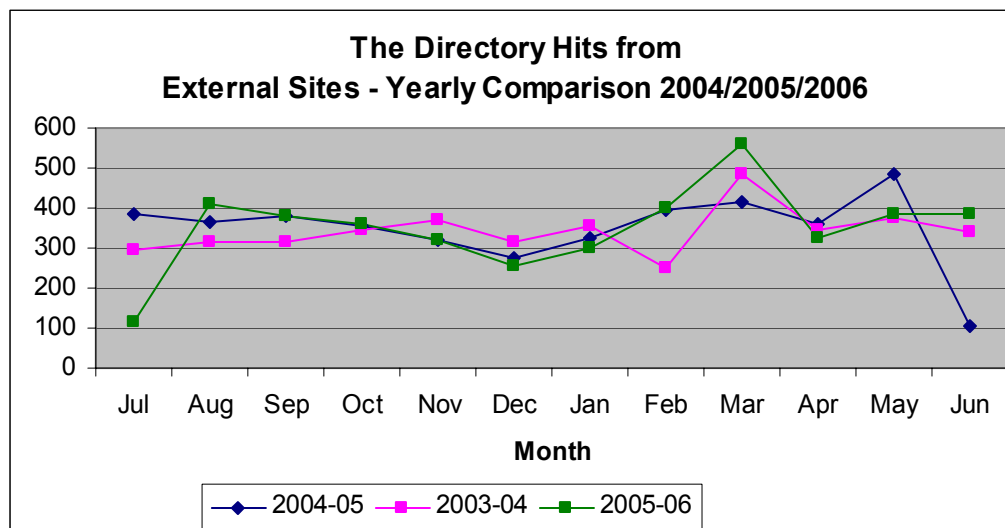


### Electronic Information Services (cont ...)

This was the third year during which The Directory was published on EnableNet. Numbers of hits compared to the previous period remained much the same (4,129/4,166). Tracking of hits to The Directory during the report period shows the following unique external hits:

Month	Directory - Unique external hits
July	113
August	411
September	380
October	359
November	319
December	254
January	301
February	399
March	560
April	324
May	386
June	386
<b>Total</b>	<b>4,129</b>

Graph comparing annual unique external hits to The Directory on EnableNet over three years:



## **Electronic Information Services (cont ...)**

### **Databases**

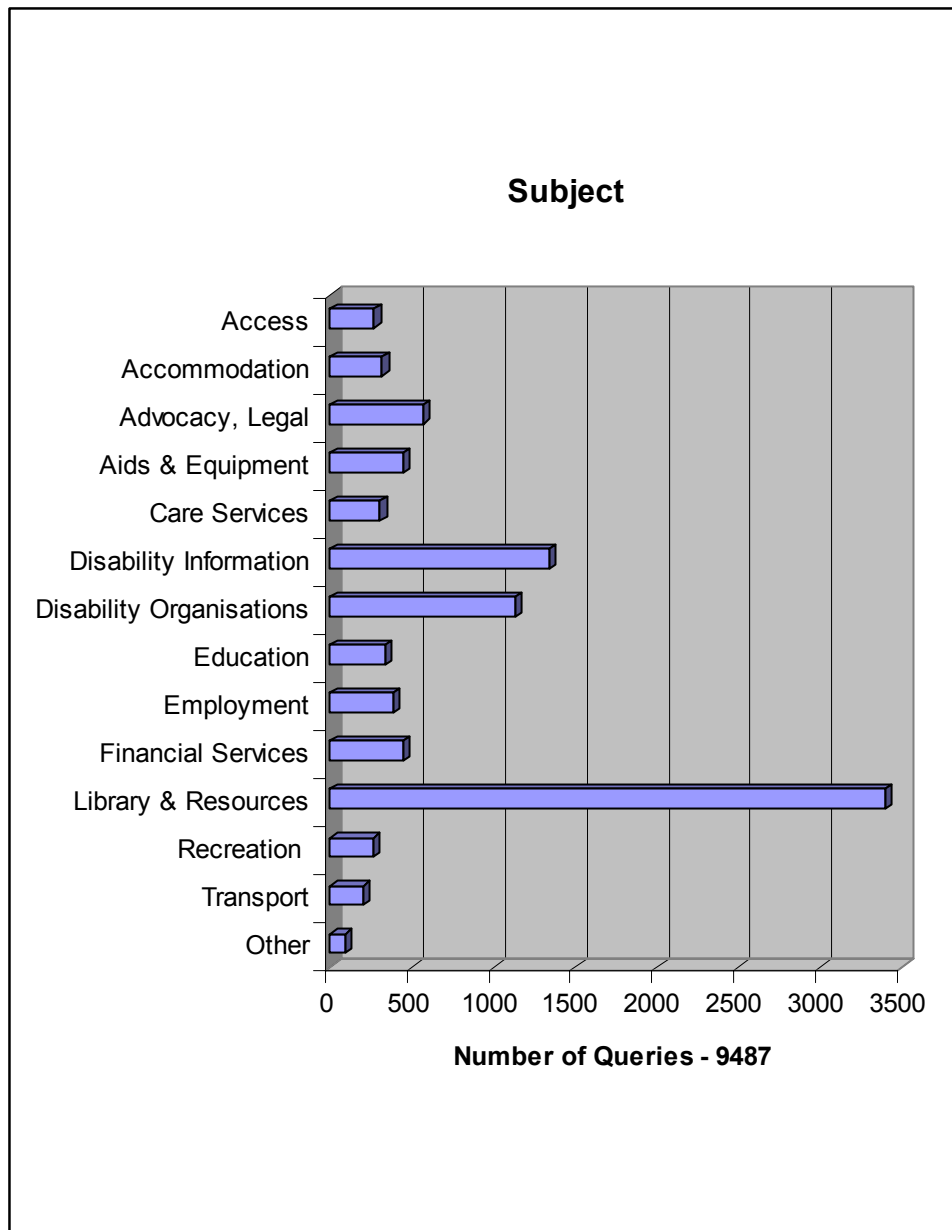
The following databases have been developed and are maintained by DIRC using *DB/Textworks*:

- Disability services in SA, containing **945/922** records
- Catalogue of materials held in the DIRC Library and the libraries of Parkinson's South Australia, Talkback Association for Aphasia and Disability Advocacy and Complaints Service of SA containing **2,839/2,835** records
- Selective index of articles held in the DIRC library and other disability libraries, containing **2,229/1,881** records.
- Access to accommodation and tourist facilities for people with mobility impairments, containing **700/702** records
- Speakers and trainers available in the disability field, containing **99/99** records
- Community newsletters, aimed at providing contact points for government and non-government services to distribute information via newsletters to organisation memberships, containing **152/153** records
- Pamphlet Collection, containing **336/320** records
- Events Database – this has a fluctuating number of records depending on events scheduled to be held over the next 12 month period
- EnableNet Links database, containing **3,750/3,526** records

## Information Services

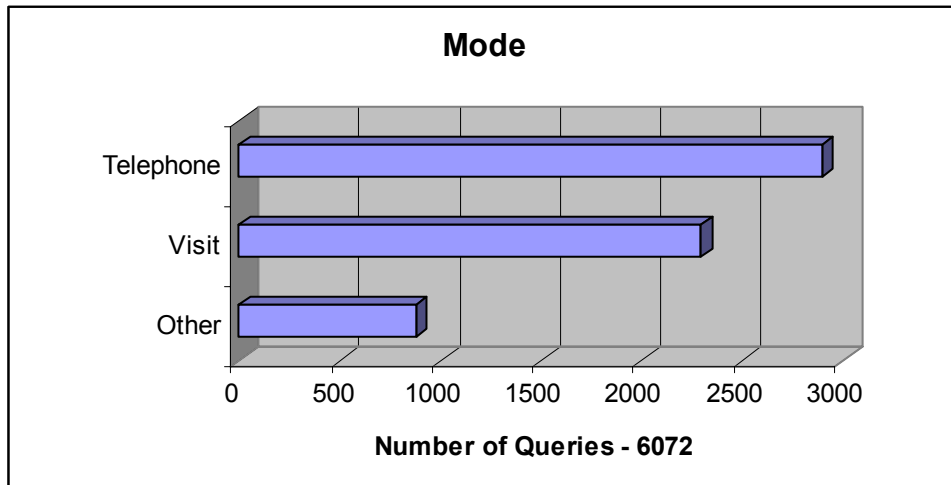
### Requests for Information

**Subject:** This area refers to the subject of enquiries. Enquiries are often made about more than one subject, so these figures (9,487/9,861) best reflect the number of requests for information. **Access (267/278), Accommodation (316/330), Advocacy/Legal (571/559), Aids & Equipment (444/468), Care Services (305/497), Disability Information (1338/1439), Disability Organisations (1135/1183), Education (336/354), Employment (382/403), Financial Services (443/497), Library & Resources (3397/3424), Recreation (260/497), Transport (201/213), Other (92/114).**

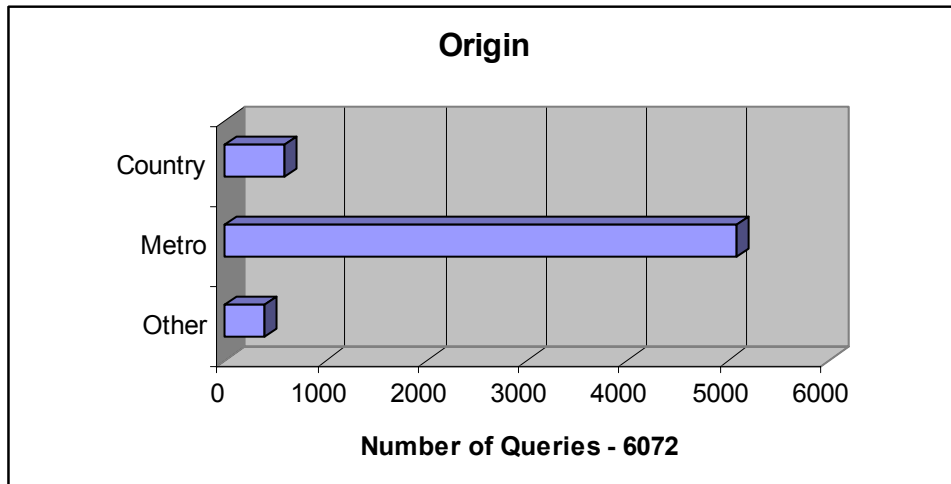


### Requests for Information (cont ...)

**Mode:** This refers to the way in which the enquiry is made, ie by **telephone (2898/3051)**, by a **visit to the Centre (2294/2514)**, or **Other** eg email, letter or fax (**880/826**), giving a total of **6072/6391** enquiries.

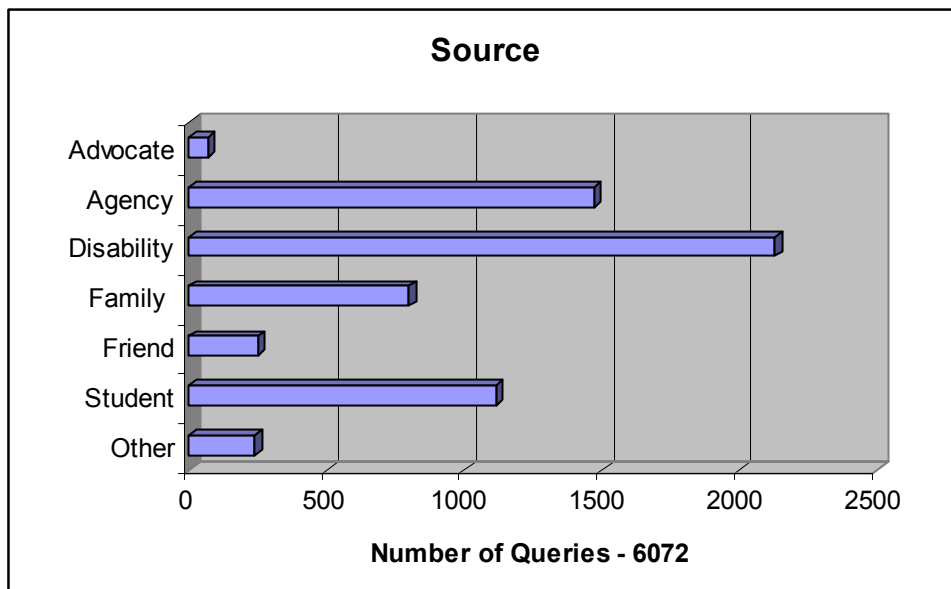


**Origin:** This refers to where the enquirer is located, ie **Country SA (589/525)**, **metropolitan Adelaide (5087/5528)**, **Other** which includes national and international enquiries (**396/338**).

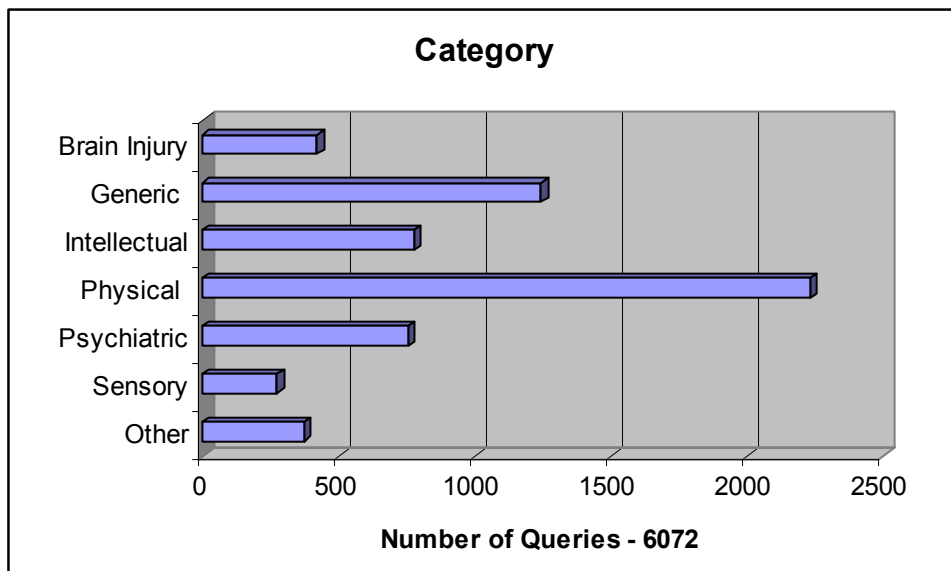


### Requests for Information (cont ...)

**Source:** Refers to the background of the person making the enquiry, ie **Advocate** (68/72), **Agency** (1472/1531), **Disability** (2131/2268), **Family member** (798/840), **Friend** (249/268), **Student** (1115/1154), **Other** (239/258).



**Category:** This is the diagnostic category to which the enquiry refers. **Brain Injury** (421/441), **Generic** persons with a disability in general (1243/1295), **Intellectual** (777/818), **Physical** (2228/2358), **Psychiatric** (756/788), **Sensory** (273/288), **Other** (374/403).



### Requests for Information (cont ...)

**Referrals:** 7,021/6,929 referrals to other services were made during the report period.

### Disability Information and Awareness Talks, Events and Activities

Staff members give 'one-off' talks & present as guest speakers at seminars & workshops to a wide range of audiences. During the year 28/42 talks were given, to over 575/685 people.

### **DISABILITY INFORMATION AND RESOURCE CENTRE IN SRI LANKA**

The Director has been liaising with Kevin Halge who is undertaking a two year volunteer project with World Vision in Sri Lanka. He is involved in a community development project to set up a service similar to that offered by DIRC.

DIRC participated in a number of disability related Expos and like events including:

- Lifestyle Options Expo
- Stall in the Mall – Mental Health Awareness Week event
- Disability Awareness Week – Uni SA
- Community Cabinet Meeting
- APN Options Coordination Country & Regional Staff Forum
- Dawn Slade-Faull Award
- Disability Policy Summit

### **DISABILITY AWARENESS MATRIX: JULIA FARR SERVICES - VALUES ENGAGEMENT PROGRAM**

As a member of the Disability Awareness Matrix, DIRC was involved in conducting a series of values engagement workshops with staff of the Julia Farr Services. Initially 5 one-day workshops, involving an average of 12 participants, were conducted. The two-fold aim of these workshops was to firstly help staff build a sense of how their values impact on the way they relate to and serve people who have a disability. The second being to understand the organisations stated values and how these can be applied in their practices.

The above workshops were conducted at the end of the report period. They will be followed up with a series of action-learning programs where participants will undertake specific project and be provided with coaching and consultation sessions spread over a period of several months.

## **Library**

The aim of the DIRC library is to make information on disabilities and disability related issues readily available in appropriate language levels and formats. It is primarily a non-medical Collection on disability and consists of **2,547/2,552** catalogued items.

The Library holds **150/143** national and international journals, newsletters and occasional papers. A significant weed of journal and newsletter subscriptions occurred. Materials that ceased to be relevant to the collection, journals that had ceased to be published and newsletters deemed to contain little or no information suitable for indexing for the Current Awareness Service were delisted.

Other resources on site include a photocopy service (10c per A4 copy) and study desks, four of which have a height adjustment mechanism to accommodate people who use electric wheelchairs. An extensive collection of pamphlets and posters is maintained. The Library offers users access to six on-line public access terminals, one of which is equipped with assistive technology for people with a vision impairment. These give access to the Library catalogue, indexed journal articles, the Internet and EnableNet. Patrons are also able to book time for word processing. Staff members are available for limited user education.

## **Clientele served**

The DIRC Library provides a range of services aimed at a variety of clientele. One focal point is the provision of resources relevant to the needs of people with a personal interest in disability, ie people with a disability, family members, carers and friends. Another area of emphasis is the collection of materials pertinent to the needs of people working in the disability field to enable them to better support and inform their clients. The Library also caters for the information needs of students and educators and people training for employment in the disability field.

## **Subject areas covered**

In selecting subject areas to be represented, criteria applied include relevance to the lives of people with a disability, currency and the reputation of the source. For the purpose of collection development, disability is considered to be any condition which can restrict an individual's abilities or opportunities. The scope therefore covers any physical, intellectual, psychiatric or sensory impairment and also includes conditions such as cancer, HIV/AIDS, allergies, alcoholism, substance abuse etc. In an effort to better serve students and educators, collection development in the areas of sociology and psychology continues to occur.

Particular collection strengths include:

- ◆ Attention Deficit Hyperactivity Disorder (ADHD)
- ◆ Children with amputations
- ◆ Foetal Alcohol Syndrome and related disorders
- ◆ ME/CFS Myalgic Encephalomyelitis / Chronic Fatigue Syndrome
- ◆ Migraine
- ◆ Neurological disabilities, diseases and disorders
- ◆ Siblings
- ◆ Sociology of disability

### **Access to the Collection**

#### ▪ **PROVISION OF AFTER HOURS RETURN BOX**

As mentioned in the last report, an after hours return box was installed at the rear of the building. It is hoped that the provision of this service will further encourage use of the library and facilitate the borrowing process for patrons. This initiative has been greatly appreciated by patrons who can now return books at their convenience rather than fitting in with “office hours”. It has also had an unanticipated outcome in that the number of non-returned books has decreased.

During the report period 176 new borrowers signed up to borrow material from the library, giving a total of **1,759/1,583** registered borrowers. **1,155/1,138** items were loaned during the report period via both direct and inter-library loan. The availability of the catalogue on the Internet gives users the opportunity to email the Library to request that particular items be placed on hold.

### **Materials lodged by disability organisations and individuals**

Disability organisations are encouraged to hold items within the DIRC library to facilitate use and borrowing of material from one central point. Seven organisations, viz **Attention Disorders Association of SA Inc (ADASA)**, **Limb Kids SA**, **ME/Chronic Fatigue Syndrome Society SA**, **Migraine Society of Australia (SA)** [no longer operating], **Prader-Willi Syndrome Association SA**, **Talkback Association for Aphasia** and the **Neurofibromatosis Association of SA Inc** currently include their holdings in the DIRC Library.

## Cooperative relationships with other libraries

### ▪ **DInet – DISABILITY INFORMATION network**

Early in the report period DIRC undertook to re-establish a network of disability information providers who would share their experiences and gain knowledge to better serve their clients.

An initial meeting was hosted by DIRC on 10 August, 2005 to discuss ideas about the development of the network and for people to indicate what they wished to gain &/or contribute to the network. Representatives from a wide range of organisations including Novita Children's Services, AIDS Council of SA, Mental Illness Fellowship of SA, Parkinson's SA, Autism SA, and the Special Education Resource Unit attended.

From this meeting it was agreed that the purpose of the network would be to:

- \* Provide mutual support through sharing of knowledge, information, ideas and specialist expertise
- \* Maximise access to respective collections and resources
- \* Increase awareness of each others collection/resource strengths and facilitate rationalisation of collections and resources to avoid unnecessary duplication
- \* Increase awareness within the non-disability library and information services (Public Libraries, Academic Libraries etc) of the range of resources held by organisations within *DInet*
- \* Undertake innovative projects which will improve the effectiveness of *DInet* allied organisations and thus benefit people with a disability

Subsequent meetings were held at the Special Education Resource Unit, Novita Children's Services and at the Intellectual Disability Council Services Library.

DINET has provided a useful forum for support and networking – especially as the implications for disability libraries of changes to major disability organisations in SA were discussed. Professional links which enhance DIRC's relationships with other disability information organisations and enhance our service provision have been developed, and meetings continue to be scheduled every 2-3 months.

DIRC maintains close working relationships with the AIDS Council of Australia, the Autism Association of SA Inc, Julia Farr Services Library, Intellectual Disability Services Council Library, Toy and Therapy Library - Novita Children's Services (formerly Crippled Children's Association Inc), the Special Education Resource Unit Library, the State Library of SA, Talkback Association for Aphasia and Sexual Health Information Networking and Education South Australia (SHine SA). Through this interaction and communication, DIRC avoids collecting works in the subject strength areas of these libraries.

DIRC hosts the catalogue of the Darling House Community Library for the AIDS Council of South Australia, Novita Children's Services Library, SHine SA and Victim Support Service Inc (VSS) Library on the Internet. These catalogues are accessible via both *EnableNet* and discrete Web addresses.

## **Current Awareness Service (CAS)**

This bi-monthly publication contains:

**A list of journal articles** on disability issues from a wide range of Australian and international journals. Over **60** articles are cited per issue. The articles have a broad scope covering issues relating to specific disabilities, new developments in research, education, recreation, employment, self help, normalisation principles, service models etc. Copies of these articles can be ordered by completing a Copyright Declaration Form. The subscription (currently \$33 including \$3 GST) includes up to 10 free photocopies per issue.

**An up to date listing** of disability related seminars, conferences and other events around Australia.

**A list of recent additions** to the DIRC Library. Most of these are available for loan.

**Updates on disability agencies** gives information on changes to existing services, on new services and any closures of services. This acts as a useful adjunct to the Disability Information Directory.

CAS is aimed at people with a personal interest in disability, parents/carers, advocates, students, educators, researchers and workers in the field. While maintaining this broad appeal, the service is primarily consumer orientated. This means that although many articles included are aimed at workers, anything indexed will also be of interest and relevance to people with a more personal interest in disability.

### **CAS – ELECTRONIC DELIVERY AND ABSTRACTS OF ARTICLES**

As mentioned in the last report, library staff initiated a process of delivering the CAS electronically either as a word document or as a PDF. As only a very small number of people requested delivery in word document format this proved not to be a viable option. These people willingly accepted the PDF option. Well over a third of subscribers now receive their CAS electronically resulting in cost savings in both printing and postage.

During the report period library staff have undertaken the task of providing abstracts for all of the indexed articles listed in each edition of CAS. (Previously only the title of the article was given.) This 'added value' to the product provides the subscriber with more information about the article and assists them in making decisions about which articles they will order for copying.

### **CAS Subscription and Photocopying of Articles requested**

During the report period, **160/155** people subscribed to this service and the profile of photocopying required is as follows:

CAS # 95	July 2005	250/278 articles photocopied
CAS # 96	September 2005	271/259articles photocopied
CAS # 97	November 2005	245/269articles photocopied
CAS # 98	January 2006	280/219articles photocopied
CAS # 99	March 2006	180/250articles photocopied
CAS # 100	May 2006	244/225articles photocopied
<b>Total</b>		<b>1,471/1, 500articles photocopied</b>

### **Disability Information Directory SA**

A major initiative to ensure that information is available at the local community level is the publication of the Disability Information Directory SA which lists details of 679/631 South Australian disability related services, selected interstate organisations (13/14 records) and national bodies (67/62 records). The Directory also contains information about education options for children with a disability (83/83 records), regional health services (49/44 records) and community health services (19/26 records). It is produced on an annual basis from the Disability Services database maintained by DIRC and is published in both hard copy and electronically on DIRC's Homepage [www.dircsa.org.au](http://www.dircsa.org.au) and on EnableNet [www.enable.net.au](http://www.enable.net.au). The Directory can be purchased at the GST inclusive cost of \$33 + \$6.60 postage and handling. (This includes \$3.60 GST).

The Directory provides an overview of services, programs and benefits provided by organisations for the disability sector. In addition, the Directory covers locally based support groups and appropriate commercial agencies often outside the scope of other directories.

Service entries in the Directory can be accessed using the following indices:

**The Service and Disability Index:** Services and disabilities are listed alphabetically. Relevant organisations are listed under each subject heading. Subject headings may be further subdivided into type of disability or age group.

**The Organisation Index:** Organisations and their acronyms are listed alphabetically.

**The Regional Index:** This index lists disability related organisations based at, or with offices in specified regions.

The Yellow Pages section lists:

#### **Other Useful Services**

- Community Health Centres - Metropolitan
- Regional Health Services
- Education options for children with a disability
- Interstate based disability information services
- Key national disability organisations, which may have their headquarters based interstate.

301/282 directories were sold during the year. There were over 4,129 unique (not DIRC) domain hits to The Directory on EnableNet during the report period.

## **Organisational support and networking**

Networking is one of the Centre's most important pro-active strategies for gaining access to information, keeping abreast of changing needs and informing other groups about issues of importance in the disability field.

DIRC staff took an active role in the following formal networks and committees:

- Adelaide Festival Centre, Patron's Reference Group Committee
- Community Information Strategies Australia Inc (CISA), Board Member
- Disability InnovationSA *creativity, local expertise, global opportunities*
- Independent Living Centre Inc, Board Member
- Ministerial Disability Advisory Committee of South Australia (DAC)
- National Regional Disability Liaison Officer Reference Group
- State Advisory Committee for Accessible Transport (SACAT)
- South Australian Library & Information Network (SALIN)

Members of DIRC staff act in a consultative role in a number of areas. These include:

- development of information services, especially in the disability area
- use of appropriate terminology in the provision of information regarding disability
- use of technology in the provision of information

DIRC is often used as a resource to assist organisations in the development of their Disability Discrimination Action Plans. During the report year DIRC provided such assistance to the following organisations:

- YMCA
- Adelaide City Council
- Police Department
- Norwood, Payneham and St Peters Council

## **Resource Services**

### **Meeting Rooms**

DIRC has 3 meeting rooms separated by bi-fold doors that allow 1 large room to be formed. There are 3 charging categories: Category 1: Self-help groups; Category 2: Organisations that provide services to people with a disability; Category 3: All other non-disability related organisations/groups. The facilities are hired out at very reasonable rates which reflect DIRC's objective "to support, promote and where practicable resource the activities of organisations which work on behalf of people with a disability, and in particular to assist self-help organisations without major resources of their own."

Rooms are set up in Boardroom, Theatre or Workshop styles as requested by the hiring organisation. A full range of audio-visual equipment (VCR, OHP, slide and data projectors and tape recorders) is available. Each room is equipped with a whiteboard and an audio loop system for people with a hearing impairment. A fully functional kitchen is adjacent to the meeting rooms.

During the year about 5,990/5,440 people attended the 389/359 meetings held at the Centre.

### **Clerical, Office Space and Associated Services**

DIRC provides photocopying, word processing and a mailing list service at very reasonable rates to people with a disability and associated self-help groups and like organisations.

A mail box service is provided to *Narcolepsy and Overwhelming Daytime Sleep Society SA (NODSS)*, *Neurofibromatosis Association of SA Inc*, *LimbKids SA Inc* and *Disability Services Organisation*.

## **EXECUTIVE EMPLOYMENT, STAFF EMPLOYMENT AND OTHER HUMAN RESOURCES MATTERS**

### **Executive and staff employment**

Staff members are employed under the South Australian Public Sector Salaried Employees Interim Awards and have employment terms, conditions and practices that are modelled on the *Public Sector Management Act*. There are no appointments at the Executive stream level.

Position	Stream and Level	Gender	Employment Arrangements
Director	Administrative ASO5	Male	Full-time / Ongoing / Permanent
Information Coordinator	Professional PSO1	Female	Full-time / Ongoing / Permanent
Information Technology Coordinator	Administrative ASO4	Male	Full-time / Ongoing / Permanent
Administration and Information Officer	Administrative ASO2	Female	Full-time / Ongoing / Permanent
Library and Information Officer	Administrative ASO2		Part-time / Ongoing / Permanent
Library and Information Officer	Administrative ASO2	Female	Part-time / Ongoing / Permanent
Library and Information Officer	Administrative ASO2	Female	Part-time / Ongoing / Permanent
Information and Information Technology Officer	Administrative ASO2	Male	Full-time / Ongoing / Permanent

### **Leave management**

Average number of sick leave days taken per FTE: **2005-06 (9.5)** 2004-05 (7.6), 2003-04 (9.5), 2002-03 (8).

## **Occupational Health, Safety and Welfare (OHS&W) information**

During the report period no incidents occurred. Three staff members undertook First Aid training which brings the number of staff with current First Aid Certificates up to six. A designated First Aid Officer has been appointed.

The Centre has one Health and Safety representative. OHS&W is a standing Agenda item at Board of Management and staff meetings. *Material Safety Data Sheets* on Photocopy toner, cleaning products and like chemical substances have been collected and are maintained by the representative.

Emergency Evacuation policies and procedures have been developed and evacuation drills are being practiced on a regular basis.

Ergonomic assessments of employee work stations have been undertaken and a grant submission to upgrade some of these has been made.

### **DISABILITY ACTION PLAN - SIGNAGE**

DIRC, acting upon its responsibilities under the Commonwealth Disability Discrimination Act (DDA) 1992, developed a Disability Action Plan which will ensure that all services and programs provide equitable access for people with a disability. The Action Plan was developed through a process of consultation and review and was lodged with the Human Rights and Equal Opportunity Commission on the 16 February 2005

Up to 10 years has been allowed to carry out some capital-intensive aspects of the Action Plan. The evaluation section of the Plan recommends, however, that implementation progress be reviewed biennially, and the entire plan be extensively reviewed at each five-year milestone. Systematic implementation of the Plan will help reduce the chances of a successful formal complaint being made.

A major issue identified in the consultation process and addressed in the Plan were some difficulties associated with accessing DIRC's premises and facilities. A specific issue identified was the difficulty people with a vision impairment experience in navigating their way around the Centre. In order to rectify this DIRC commissioned a graphic artist with expertise in access issues to design appropriate signage. A successful submission for grant funding to implement this project was submitted through the Office for Disability and Client Services Minor Capital Works Program. During the report period internal and external signage was installed to improve access for people with a vision impairment. In the forthcoming financial year it is proposed to seek funding to upgrade the lighting in the meeting rooms which was another area of concern identified during the Disability Action Planning process. Any progress in this endeavour will be documented in next year's Annual Report.

### **Staff Training and Development**

During the report period 3 staff undertook First Aid training and all staff participated in a disaster management workshop.

### **Account payment performance**

Particulars	No of accounts Paid	%age of accounts paid (by no.)	\$A value of A/c Paid	%age of A/cs paid by value
Paid by due date	271	100%	\$430,265	100%
Within 30 days or less of due date	0	0%	\$0	0%
More than 30 days from due date	0	0%	\$0	0%