



Office for Disability

Disability-inclusive Purchasing Policies

When an organisation is disability inclusive, it has taken steps to ensure that people with a disability are not excluded from using its services, buying its goods, accessing its facilities or becoming an employee. Such an organisation actively works to reduce disability discrimination.

Procurement is the purchasing and contracting of goods or services. Where procurement guidelines and practices reflect the principles of access and inclusion, purchasing and contracting can more easily include the needs of staff members, customers and clients with a disability.

When purchasing or starting new projects it is important to identify and incorporate accessibility and inclusion issues, rather than having to make possibly expensive modifications after a purchase or varying a contract.

Inclusive procurement practices will not just benefit an organisation's customers, members and clients, but also the staff and volunteers within the organisation. Although procurement policies can differ from one organisation to another, there is a range of ways to address disability inclusion in procurement.

Examples of disability-inclusive procurement

- When selecting venues for external events, such as award nights and annual general meetings, the criteria includes that the venue is accessible, for example it has a hearing loop system installed and is accessible for people who use a wheelchair. This ensures that the requirements of people with a disability are met.
- When engaging a trainer, ensure the standard specifications require that trainers are proficient in delivering training and communicating to a diverse audience including people with a disability, and that they have been trained in disability awareness. This ensures

that the successful trainer will be respectful and inclusive when training participants with particular access and inclusion needs.

It is recommended that those responsible for procurement become familiar with access and inclusion principles for people with a disability. A useful starting point is attending disability awareness training.

If you would like to receive this document in an accessible format, contact the Office for Disability:

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