



Rural City of
Wangaratta

Inclusive Events Guide

2020

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Introduction

When planning an event, it is important to consider the access and inclusion of people with disabilities. In our community, there are 5.7% or 1,623 people who have some form of disability {The Wangaratta Community Profile. Department of Health and Human Services (2015)}

Making events accessible and inclusive means that people with disabilities can access the event from buying their ticket, entering the venue and being able to access all parts of that event including parking, toilet facilities and food areas.

Being included in an event means they experience the event the same as everyone else. It means that they can sit with their friends to watch a show, not in special disability seating. It means they can ask questions in question time because there is a wireless microphone.

Access and Inclusion together. Please use Rural City of Wangaratta's Inclusive event guide to improve access and inclusion at your event.

Inclusive Events Checklist

This is a checklist to assist you to create an accessible and inclusive event for all.

The Venue			
Are the entrances, lifts, ramps and walkways widths comply with Australian Standards?	Yes	Not Yet	NA
Is the venue clear of obstacles, and trip hazards such as cables should be removed or taped down?	Yes	Not Yet	NA
Does the venue have strong bright lighting?	Yes	Not Yet	NA
Is an Accessible toilet available?	Yes	Not Yet	NA
Are entrances, steps and curbing ramped?	Yes	Not Yet	NA
Is there an accessible emergency exit?	Yes	Not Yet	NA
Is there an accessible ATM?	Yes	Not Yet	NA
Is there sufficient space between tables for wheelchair access?	Yes	Not Yet	NA
Is the table height accessible to wheelchair users and people of short stature? This includes refreshment tables and buffets.	Yes	Not Yet	NA
Outside			
Is there clear easy to read signage?	Yes	Not Yet	NA
Do any grassy areas need to be covered with flooring materials to make mobility easier?	Yes	Not Yet	NA
Are any additional accessible parking or drop off points?	Yes	Not Yet	NA
Are the catering tables or food vendors (including food trucks) at a suitable height for wheelchair users?	Yes	Not Yet	NA
Information			
Can the venue be easily accessed by public transport?	Yes	Not Yet	NA
Is written material available in plain English/Easy English alternatives?	Yes	Not Yet	NA
Is the information given at the event available in accessible formats? Or can be provided shortly after?	Yes	Not Yet	NA
Is there an Auslan interpreter available?	Yes	Not Yet	NA
Staff and Volunteers			
Are there support staff to assist people with disabilities?	Yes	Not Yet	NA
Have staff been briefed on the rules and regulations in relation to assistance animals?	Yes	Not Yet	NA

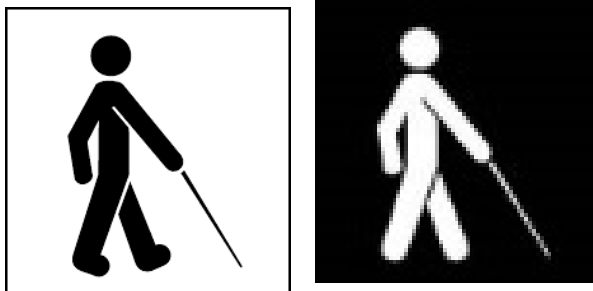
Universal Accessible Symbols

Wheelchair Accessible



Indicates access for people with mobility aides, including wheelchair users.

Access (Other Than Print or Braille) for Individuals Who Are Blind or Have Low Vision



Indicates access for people who are blind or have low vision

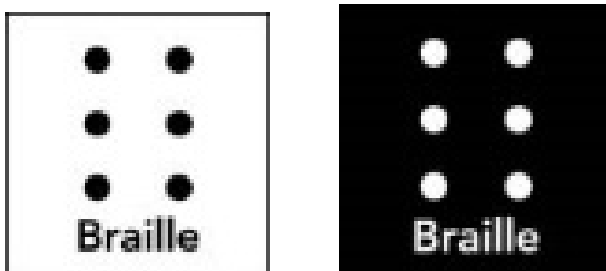
Can be used for tours or exhibitions that have tactile feathers

Accessible Print (18 pt or Larger)



Type needs to be at least 18pt or larger to identify as large print

Braille



Indicates that printed material is available in Braille

Audio Description



Indicates a live narration of visual elements provided by a Audio Describer.

Assistive Listening Systems {Hearing Loop}



Indicates that there is a hearing loop or other hearing system available.

Closed Captioning (CC)



Indicates that closed captioning is available.

Open Captioning (OC)



Indicates that open captioning is available.

IMPORTANT NOTE: Open captions are always in view and cannot be turned off. Closed captions are controlled by the viewer and can be turned off at any time.

Information



Indicates the location for information about the event and accessibility.

Sign Language Interpretation



Indicates that AUSLAN sign language interpretation available.

Volume Control Telephone



Indicates there are telephones that have handsets with amplified sound and/or adjustable volume controls.

Inclusive Language

A person with a disability not a disabled or handicapped person. Always use person-first language to focus on the person not the disability. Remember that the disability is only one part of the person.

- A person who is deaf not hearing impaired
- A person who is blind or with low vision not vision impaired
- Wheelchair user not wheelchair bound or confined

Always focus on a person's abilities not disabilities

- Focus on what they can do.
- Do not stop them from trying different things

If you are unsure., ASK

Most people with disabilities are happy to answer any questions you may have, often asking questions breaks down stereotypes and barriers of exclusion.

Notes

- PowerPoint presentation- Have large print printed copies so person with low vision can follow.
- Leave a little more room between chairs around a table for mobility aides, including wheelchairs, walkers and Guide Dogs.
- Ensure that large print feedback sheets are available so people can have their say.



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