

# Accessible Events Guide 2019

Guidelines for making your event accessible and  
inclusive in the Surf Coast Shire





**Surf Coast Shire Council is committed to access and inclusion for all to build healthy, well connected communities where everyone can participate. Our Accessible and Inclusive Strategic Plan 2014-24 sets the direction to create and deliver universally accessible outcomes for residents, visitors and tourists. Council supports festivals and events to be inclusive of all abilities and reflective of community diversity.**

## **Benefits of providing good access**

In 2015 approximately 4.3 million Australians, or 18.3% of the population, had a disability (Disability Ageing and carers Survey 2015). By taking into account the varying needs of all individuals, you are creating more opportunities for everyone to benefit from participating in community events and festivals.

## **Your legal obligations**

The Commonwealth Disability Discrimination Act 1992 requires that people with disabilities be given equal opportunity to participate in and contribute to the full range of social, political and cultural activities which are available within the community. By taking action to ensure your festival or event is accessible, you are eliminating the possibility of complaints of discrimination being lodged with the Australian Human Rights Commission.

## **Principles of good access**

Access for people with disabilities is not just about the physical access to buildings and facilities, but also about access to information for people who are deaf or vision impaired and the attitudes of all staff, including organisers, ticketing staff, volunteers and performers. Therefore the basic requirements of good access are that the physical, information and attitudinal environments are barrier free.

The following checklist provides a comprehensive checklist that festival and event organisers can use as a planning tool in creating best practice accessible events Surf Coast Shire.

Please note that some of the checklist items may not be relevant depending on the scale and scope of your event.

## **Self-assessment checklist**

This self-assessment checklist has been developed to provide a guide to how accessible your festival or event is. This can also be used as a guide when planning improvements or when selecting venues for festivals or events.



# Does your festival or event venue provide any of the following?

## 1. Access to buildings / premises

- Accessible parking for people with disabilities on site or close to the entrance
- Accessible pathways from car parking to the site and all facilities – flat and even surface
- Accessible pathway width of 850mm
- Ramp access as an alternative to any steps on the site
- Wide self-opening or easy to open doors
- Enough space between furniture, stalls, exhibits or in busy areas for a person to easily manoeuvre a mobility aid (e.g. wheelchair, walking frame, stick, crutches)
- Slip resistant floor and ground surfaces
- Flat grassed pathways and/or surfaced pathways
- Covers over cables or wires to prevent tripping
- Ramp or lift access to all levels
- Handrails and contrasting edges on any steps

## 2. Accessible facilities and amenities

- Direct, signposted access to a designated accessible toilet
- An accessible baby change area
- Accessible stage area for speakers and performers who have a physical disability
- Low height or roving microphones
- Spaces for a person using a wheelchair to sit with friends
- Seating with backs and armrests
- Accessible water / tea / coffee facilities
- Access to any bar / food serving areas
- Good acoustics throughout venues

- Water for assistance animals
- First aid support
- Suitable height exhibits for people using wheelchairs
- Space for storing mobility aids and baggage
- Availability of beach wheelchair for loan (can be booked through Surf Coast Council)
- Information regarding public transport access to the site
- Information regarding drop off points close to entries
- A taped phone message about events, services and facilities
- An 'assistance animal welcome' sticker at entries, (e.g. guide hearing dog)
- Audio descriptions of performances and displays
- Captioning on any film or video screens
- Acceptance of 'companion cards' – [www.companioncard.org.au](http://www.companioncard.org.au)
- Staff who are able to communicate appropriately with people with disabilities
- Friendly helpful staff, trained in access awareness
- Staff available to read information to patrons if required
- Sign language interpreters if required - [www.auslanservices.com](http://www.auslanservices.com) or National Accreditation Authority for Translators and Interpreters (NAATI). See [www.naati.com.au](http://www.naati.com.au)
- Pen and paper for exchanging information
- Staff available to assist in self-service areas
- Responsive evacuation procedures
- Visible and audible fire alarms
- Accessible emergency exits

## Further information and resources

### Vision Australia

Vision Australia can assist you with translating written information to alternative, accessible formats.

**Phone: 1300 84 74 66**

**[www.visionaustralia.org/services/print-accessibility](http://www.visionaustralia.org/services/print-accessibility)**

### Expression Australia

(Formerly Vic Deaf) can assist with booking Auslan Interpreters, video remote interpreting and live captioning.

**Phone: 1300 010 877**

**TTY: (03) 9473 1199**

**[www.expression.com.au](http://www.expression.com.au)**

The information contained in this checklist has been gathered from the following sources:

- Access Audits Australia
- Meetings and Events Australia
- Human Rights Commission



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