



Accessible consultations checklist

This checklist can help you quickly and easily assess whether or not your venue, the type of forum you are holding and its format are inclusive of people with a range of different disabilities. This checklist is only a guide and reflects some of the issues outlined in the publication **Inclusive consultation and communication with people with a disability**.

This is available at

www.officefordisability.vic.gov.au/research_and_resources.htm#communication

In addition to the items outlined in the checklist, you should always:

- Ask if anyone attending your event has any special requirements.
- Check that staff at the venue are aware of disability access issues and will help you to ensure equal access for people with a disability.

This check list is consistent with the Australian Standards 1428.3. You can order a copy of the Standards at

www.saiglobal.com/default.htm?ccode=AU%20

	Yes	No
Before your event		
Do you need to organise specialist assistance, such as Auslan (Australian Sign Language) interpreters, attendant carers, notetakers, foreign language interpreters, etc?	<input type="checkbox"/>	<input type="checkbox"/>
Do you have a FM transmitter system or TTY facility for people who are Deaf or hearing-impaired?	<input type="checkbox"/>	<input type="checkbox"/>
Have you used local media (for example, Vision Australia Radio and culturally and linguistically diverse (CALD) media to promote your consultation forum)?	<input type="checkbox"/>	<input type="checkbox"/>

	Yes	No
Have you made copies of your presentation to be handed out at the event?	<input type="checkbox"/>	<input type="checkbox"/>
Have you made name tags with the font size as large as possible (36 point)?	<input type="checkbox"/>	<input type="checkbox"/>

Getting into the venue:

Is the entry free from steps or is there an alternative, such as a ramp?	<input type="checkbox"/>	<input type="checkbox"/>
Is there a hand-rail on any steps?	<input type="checkbox"/>	<input type="checkbox"/>
Are the edges of steps marked clearly?	<input type="checkbox"/>	<input type="checkbox"/>
Are doorways wide enough for people who use a wheelchair?	<input type="checkbox"/>	<input type="checkbox"/>
Is the venue close to public transport?	<input type="checkbox"/>	<input type="checkbox"/>
Are there accessible parking bays and pick-up/drop-off areas?	<input type="checkbox"/>	<input type="checkbox"/>

Inside the venue:

Is there adequate circulation space for people who use a wheelchair?	<input type="checkbox"/>	<input type="checkbox"/>
Are tables and tea and coffee facilities accessible for people who use a wheelchair?	<input type="checkbox"/>	<input type="checkbox"/>
Has seating been provided throughout the seating area for people who use wheelchairs?	<input type="checkbox"/>	<input type="checkbox"/>
Is the flooring non-slip or the carpet less than 6mm deep?	<input type="checkbox"/>	<input type="checkbox"/>
Have all electrical cords been secured?	<input type="checkbox"/>	<input type="checkbox"/>
Is seating available at the front of the venue for people who have a vision impairment or a hearing impairment, so they can lipread or see the sign interpreter clearly?	<input type="checkbox"/>	<input type="checkbox"/>
Do you have a FM transmitter system or hearing induction loop for people who are hearing-impaired?	<input type="checkbox"/>	<input type="checkbox"/>

	Yes	No
If you have televisions at the venue or in your accommodation, do they have teletext facilities?	<input type="checkbox"/>	<input type="checkbox"/>
Is there easy access to the stage—that is, is there a ramp with handrails, and does the ramp have the correct gradient?	<input type="checkbox"/>	<input type="checkbox"/>
Have you arranged for alternatives to lectern microphones, such as lapel or roving microphones?	<input type="checkbox"/>	<input type="checkbox"/>
Have staff at the facility had disability awareness training?	<input type="checkbox"/>	<input type="checkbox"/>
If there are accommodation facilities, are there accessible bedrooms with accessible bathrooms? If yes, how many bedrooms are accessible?	<input type="checkbox"/>	<input type="checkbox"/>
Is there access to common areas within the facility?	<input type="checkbox"/>	<input type="checkbox"/>
Are there any other features which address accessibility (for example, Braille and tactile signage, hearing augmentation systems, tactile ground surface indicators, etc)?	<input type="checkbox"/>	<input type="checkbox"/>
Toilets:		
Are the toilets accessible to people with a disability?	<input type="checkbox"/>	<input type="checkbox"/>
Do the toilets have entry doors that are easy to open?	<input type="checkbox"/>	<input type="checkbox"/>
Are there unisex toilets for people who have a carer of the opposite sex?	<input type="checkbox"/>	<input type="checkbox"/>
Do the toilets have space at one side to enable people to transfer easily to the toilet?	<input type="checkbox"/>	<input type="checkbox"/>
Are there grab-rails beside and at the rear of the toilet?	<input type="checkbox"/>	<input type="checkbox"/>
You can refer to the Australian Standard 1428 for specific information about this (see the front page of this list).		
Are hand-basins, mirrors, toilet paper, flushing controls and hand dryers at a height suitable for people who use a wheelchair?	<input type="checkbox"/>	<input type="checkbox"/>

	Yes	No
Presentations:		
Do your overheads or PowerPoint presentations use light-coloured letters (white or yellow) on a dark background (black or dark blue) or dark-coloured letters on a light background?	<input type="checkbox"/>	<input type="checkbox"/>
Is the font sans serif (for example Arial) and no smaller than 24 point in size?	<input type="checkbox"/>	<input type="checkbox"/>
Are there no more than four to five points on each slide?	<input type="checkbox"/>	<input type="checkbox"/>
Have you arranged for an Auslan interpreter and/or notetaker?	<input type="checkbox"/>	<input type="checkbox"/>
Will the Auslan interpreter be positioned so that they are visible and there is enough light for people to see both you talking and the Auslan interpreter?	<input type="checkbox"/>	<input type="checkbox"/>
Are you screening any videos, and if so, do these have captions (sub-titles)?	<input type="checkbox"/>	<input type="checkbox"/>
Have you scheduled regular breaks?	<input type="checkbox"/>	<input type="checkbox"/>
Are written copies of your presentation available?	<input type="checkbox"/>	<input type="checkbox"/>