



Accessibility and Disability Inclusion Fact Sheet for Events

City of Port Phillip Council is committed to fostering equitable participation in community events and activities.

This fact sheet is designed to assist event organisers or providers in the City of Port Phillip with a list of resources about inclusion of people with disability at events. The list below contains just some of the resources that are available. Please note these resources are not endorsed by or affiliated with Council.

Accessibility of your communications

To ensure information about your event is reaching a wide audience, it's good practice to think about the format in which you communicate and the channels you use. Digital accessibility and the use of inclusive language are some of the aspects to consider. Below are a few links to more information.

- Be ready to offer alternative formats of the information you distribute (for example, can you make a printed copy available of your online information). Also consider [easy English and plain English](#) versions of your documents where applicable.
- Check out the Australian Network on Disability's webpage about using [inclusive language](#).
- The Australian Federation of Disability Organisations provides guidance about communication with a person with disability on their [resources webpage](#).
- Posting a video online? Captions are important, so please always remember to include them. Check out the [video accessibility link](#) for more information.
- Learn more about communication tools you can use when communicating with a person who is deaf or has a hearing impairment. View information on the [National Relay Service](#), [Auslan](#) (Australian Sign language) and [hearing loop and hearing augmentation systems](#).
- For information on creating accessible web content, refer to the [Web content accessibility guidelines \(WCAG\) 2.1](#).

Accessibility of your programs and venue

To be inclusive is to provide equitable opportunities for people with disability who want to participate or attend. The best way to approach this is to ensure you have designed your activities to be fully accessible and inclusive. Some good tips to do so are:

- Select an accessible venue and list the accessibility features of the venue and events or programs in your communications. Listing these features in your communications makes it easier for people to know what to expect and when to contact you for any further accessibility support. To identify accessibility features, you can download [Access Symbols](#).
- Consider how people are going to get to the venue, whether there are [accessible public transport](#) options, taxi rank locations and [accessible parking](#) nearby. Think about [signage and wayfinding](#) to and at the site where the activities are being hosted, and other accessibility features that support equitable participation.
- Invite people to contact you to discuss any accessibility requirements for equitable participation in the activities you are hosting. Provide a range of options for how people can contact you. Example of wording you could include in your invitations and event registrations:
 - 'If you have accessibility requirements or require an adjustment to participate in this event, please contact [name] on [phone] or email: [email address].'
- Melbourne City Council provides a range of [Accessibility checklists](#) on their website, available for viewing and download.
- Geelong Council provides another great checklist: [Inclusive event planning - City of Greater Geelong](#)

Local information and general resources

Local information

- [Access Plan](#) (Port Phillip)
- [Accessible Beaches in Port Phillip](#)
- [Changing Places](#) facility (larger than standard accessible toilet and change room that provides disability access for individuals and carers) - located at the St Kilda Life Saving Club

General resources

- Australian Government [Disability Gateway](#) – [National information](#) and [information for Victoria](#)
- [‘Design for Everyone Guide’](#)
- [YouMeUs](#) – free online disability inclusion training.