

# THE KINGBOROUGH COUNCIL ACCESS ADVISORY COMMITTEE

This guide has been produced by the Kingborough Council's Access Advisory Committee to help event organisers create community activities, which are welcoming for all.

The Committee is made up of a group of Kingborough residents with expertise in evaluating disability access. The Committee provides advice and assistance to Council in relation to disability access issues in public locations within Kingborough.



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## FURTHER INFORMATION

This document is designed to assist event organisers to understand the importance of considering accessibility when planning community events.

If you would like more information about creating an accessible event the following websites offer useful information:

Australian Network on Disability  
<https://www.and.org.au/pages/event-checklist.html>

Tasmanian Government  
Accessible Events Guidelines  
[http://www.dpac.tas.gov.au/\\_\\_data/assets/pdf\\_file/0017/301634/Accessible-Events\\_Guidelines.pdf](http://www.dpac.tas.gov.au/__data/assets/pdf_file/0017/301634/Accessible-Events_Guidelines.pdf)



### Kingborough

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## A GUIDE TO CREATING WELCOMING & ACCESSIBLE EVENTS



### Kingborough

## Creating a welcoming event

- If an event requires bus transportation, there is no extra cost for requesting a wheelchair accessible bus in advance. So why not do it?
- Have you created quiet shady spaces?
- Have you provided adequate seating?
- Are you offering free entry to Companion Card holders.
- If you are bringing in Food Vendors how accessible is their set-up? Are counters too high for a person seated?



## ACCESSIBILITY

- How accessible is your venue?  
Advanced planning for accessibility will maximise the opportunity for all to participate.
- Have you provided dedicated accessible parking?
- Does your organising committee include someone with a disability?
- If the venue doesn't have a dedicated all-abilities toilet has a portable unit been organised?
- Are pathways wide enough to accommodate wheelchairs, prams, mobility aids?



## COMMUNICATION

- How user-friendly is your site map?  
Are universal symbols used?
- Is signage located for someone in a seated position?
- Has one of your event team been assigned as a contact in case there is an access issue which needs resolving?

