

Accessibility Checklist

Physical Accessibility Checklist

Accessibility Requirement	Completed?	Comments
Is the venue/building wheelchair accessible? Both inside and outside		
Are there accessible parking spots near the main entrance of the building?		
Are there accessible bathrooms?		
Is the public transport to the venue/building accessible?		
Are any chairs and desks able to be moved and/or adjusted?		
Is your emergency evacuation plan available in alternate formats, such as Braille, Easy Read or audio recording?		

Informational Accessibility Checklist

Accessibility Requirement	Completed?	Comments
Are any informative materials available in large print and Braille formats?		
Do you have Easy Read alternatives for all informative materials?		
Is your electronic information accessible? (Able to be read by a screen reader and provided in both Word and accessible PDF versions).		
Are materials written in Plain English and avoid complicated terminology, where possible?		

If any videos are being used, do they have captioning and a transcript?		
Does the website comply with Web Content Accessibility Guidelines ?		

Attitudinal Accessibility Checklist

Accessibility Requirement	Completed?	Comments
Have staff members / Volunteer Managers completed disability awareness training?		
Have staff members / Volunteer Managers read and understood a Language Guide in relation to speaking respectfully to people with disability?		
Where imagery of people is being used (including photos and artwork) are people with disability represented, and being represented in an inclusive and respectful manner?		
Are people's preferred / accessible methods of communication respected (e.g. emails, phone calls)?		

Meeting Accessibility Checklist

Accessibility Requirements	Completed?	Comments
For an in person meeting – is the venue accessible for wheelchair users, both internally and externally?		
For in person meeting – Are there accessible bathrooms?		

For in person meeting – Is there accessible public transport and parking for the venue?		
For in person meeting – Are chairs and desks able to be moved and/or adjusted?		
For in person meeting – Is the lighting in the meeting space appropriate?		
For in person meeting – Is a hearing loop available in the meeting room?		
For online meetings – Is an accessible platform being used to host the meeting?		
For online meeting – participation via chat is promoted and contributions are monitored		
Auslan interpreters and live captioning have been booked (if required) incl. 2 interpreters if meeting is longer than 1 hour.		
Meeting is run at a reasonable pace		
All participants have been asked prior to the meeting if they require any additional accessibility requirements		
Any accessibility supports that are being provided are included in any invitational material		
Any meeting materials have been developed in alternative formats, if required		
All meeting materials have been written in Plain English		
All meeting materials use sans serif font at least size 12 and use appropriate colour contrast		
All meeting materials have been given to participants within an adequate timeframe		

All meeting materials have been provided in both Word and accessible PDF formats to participants		
Live captioning font size is appropriate and easily read		
Speakers introduce themselves with a visual description and describe any graphics contained in slides.		

Procedural Accessibility Checklist

Accessibility Requirement	Completed?	Comments
Are people with disability asked about their accessibility and support needs?		
Is there a Reasonable Adjustment Policy?		
Do policies allow carers to accompany people with disability?		
Do policies outline protocol for accessing interpreters and live captioning?		
Are there formal policies and procedures in place concerning disability?		
Do recruitment processes have practices in place to make the process accessible for people with disability?		
Is there an active Disability Action Plan?		