



## Mackay Regional Council RADF Accessibility and Inclusion check list

*The below considerations should be taken into account during the planning of your RADF supported project or event. This will ensure that to the best of your knowledge, your project and/or events are accessible and inclusive for all participants, regardless of ability.*

- Ensure community programs and events you are planning are accessible by including the voice of people with disabilities in your project planning where possible.
  - You can do this through the early consideration of venues, transport, toilets and parking, and by asking about access and/or participant support needs in your advertising/promotional materials.
  - To support this process in a meaningful way it would be good practice to include an accessible practice budget component in your grant application.
- When providing information about your project/program/event include alternative ways of accessing the information to be used if and when it is required. For example: Braille Printed, large text and/or text only formats for signs/programs/flyers; the inclusion of image descriptions for pictures used in print or online materials; captioning for videos; and Auslan Interpreted marketing materials.
  - Some of these considerations could impact your project budget, so consideration during the development of your project/activity is important.
- Encourage and create opportunities for people with disabilities to access activities within your projects.
  - To support this process in a meaningful way it would be good practice to consider the accessibility of workshop materials and equipment; offer to accommodate support workers to attend; and ask about access and/or participant support needs in your advertising/promotional materials.
- Support the employment of people with disabilities within your projects where possible.
  - To support this process in a meaningful way it would be good practice to ask about access needs when putting the call out for Expressions of Interest.

**Arts Access Australia offer a great tool to support your project planning process: <https://www.arts.gov.au/documents/arts-access-australia-project-accessibility-plan-template>**

- Visit [www.artsaccessaustralia.org](http://www.artsaccessaustralia.org) to learn more and access more great advice and resources/tools to support you to create projects/activities/events that are accessible to all.
  - <https://artsaccessaustralia.org/resources/access/>
  - <https://artsaccessaustralia.org/resources/marketing/>