Accessible & Inclusive Events Toolkit

Shire of Mundaring has compiled this toolkit to guide and assist groups who may run a community event within the shire. The toolkit includes information about accessibility design principles and includes templates for signage, example universal logos/symbols and flags. The toolkit also includes an example accessible site map, sensory map and chat/communication board to further assist groups to design, promote and deliver welcoming and inclusive community events.

Accessible promotional material

- Printed information should be made clear and easy to read by using a minimum font size of 12 point, and where possible 14 point or larger on brochures and advertising.
- Use Arial font.
- Use black font on matt white, non-reflective paper.
- Use pictures or diagrams where appropriate.
- Present uncluttered text with no background graphics, patters or watermarks behind the text.
- Display important information in bold and larger print.
- Avoid using too many CAPITAL words in text documents. Try not to have more than three words in a row in capitals. Block capitals are more difficult to read.
- Try to avoid using yellow, red and green as these colours provide poor contrast, making text more difficult to read.
- When designing posters, brochures or advertising they should:
    - have good colour contrast
    - avoid writing text over photographs

Accessible language

Remember to think accessible and in the positive.
Accessible parking bay. Accessible entrance. Accessible playground.

When referring to people with a disability on event resources, where possible seek advice from the community members you are referring to about how they prefer to be addressed e.g. autistic people or people with autism.

Consider asking event participants to advise of any specific requirements via invites and promotional material e.g. '*if you have any access or dietary requirements please contact…'(always include an email address as well as a phone number to include people who have a hearing impairment)*.

Example Signage

ACROD PARKING BAY

ACCESSIBLE TOILET

Note: you may be required to provide evidence the dog is an assistance animal

FIRST AID
BRADY MADE IN AUSTRALIA
840044

FOOD VANS

Example logos/symbols

Universal symbols provide information that is recognisable and accessible. They should be used for:

- Signage
- Maps
- Event promotion
- Websites, and
- All communications

to ensure your event is inclusive and safe for everyone.

Wheelchair-accessible

Indicates access for individuals with limited mobility, including wheelchair users.

Access (other than print or braille) for people who are blind or have low vision

Best used in places such as guided tour, a path to a nature trail or sensory garden in a park, a tactile tour or an exhibition that may have tactile elements.

Assistive listening systems

Indicates the presence of a system such as a hearing loop that transmits amplified sound via hearing aids, headsets or other devices.

Closed captioning (CC)

Indicates that closed captioning is available. Open captions are always in view and cannot be turned off, whereas the visibility of closed captions is controlled by the viewer.

Open captioning (OC)

Indicates that open captioning is available. Open captions are always in view and cannot be turned off, whereas the visibility of closed captions is controlled by the viewer. If you have a choice, closed captions are preferable to subtitles or open captions.

Information

Indicates the location for information about the event and accesibility.

Sign language interpretation

Indicates that an AUSLAN sign language interpretation is provided.

Flags

Australian Aboriginal Flag

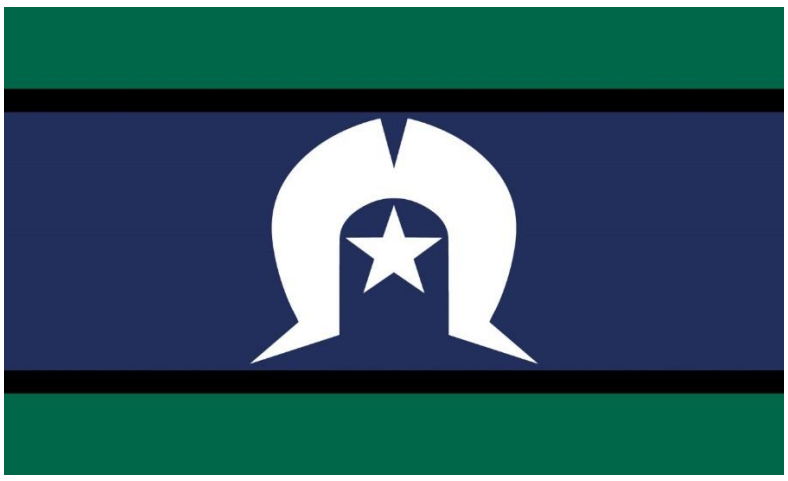
File:Australian Aboriginal Flag.svg - Wikimedia Commons

The Australian Aboriginal flag was designed in 1971 by Harold Thomas, an Aboriginal artist who is descended from the Luritja people of Central Australia. Thomas held the intellectual property rights to the flag's design until January 2022, when he transferred the copyright to the Commonwealth government. The flag was designed for the land rights movement and became a symbol of Aboriginal people of Australia.

Permission to use the flag

This image is Crown Copyright because it is owned by the Australian Government or that of the states or territories, and is in the public domain because it was created or published prior to 1972 and the copyright has therefore expired. The government of Australia has declared that the expiration of Crown Copyrights applies.

Torres Strait Islander Flag



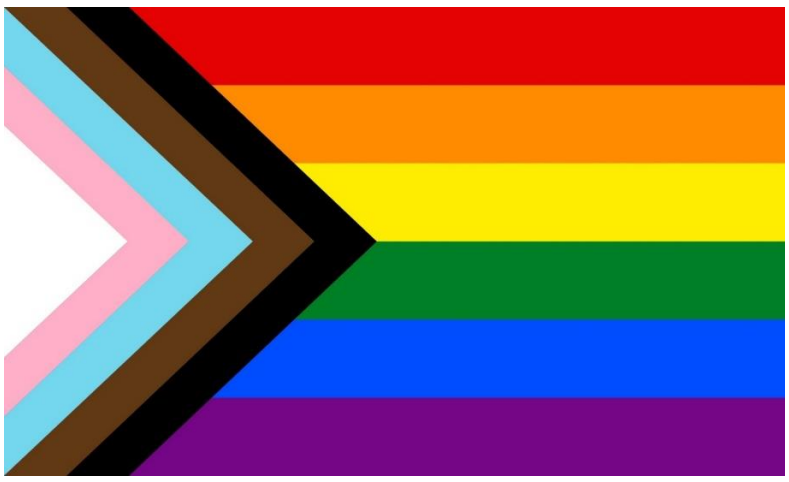
Torres Strait Islander flag | Torres Strait Island Regional Council (tsirc.qld.gov.au)

The Torres Strait Islander flag was designed by Bernard Namok of Thursday Island. His flag was the winning entry in a design competition run by the Island Coordinating Council and was adopted at its Council meeting on 24 March 1992. The flag was created as a symbol of unity and identity for Torres Strait Islander peoples. The cultures and traditions of Torres Strait Islanders are strongly connected to the land, sea and sky — elements which are represented in the flag.

Permission to use the flag

This flag is licensed under Creative Commons Attributions-NonCommercial-ShareAlike 4.0 International License and can be freely used non-commercially.

Progress Flag



File:LGBTQ+ rainbow flag Quasar "Progress" variant.svg - Wikimedia Commons

In 2018, graphic designer Daniel Quasar created the progress flag, which uses the traditional rainbow flag as the background and places a chevron over it with the colours of the transgender flag, as well as brown and black to represent LGBTQ+ people of colour and LGBTQ+ people living with or who have died from AIDS.

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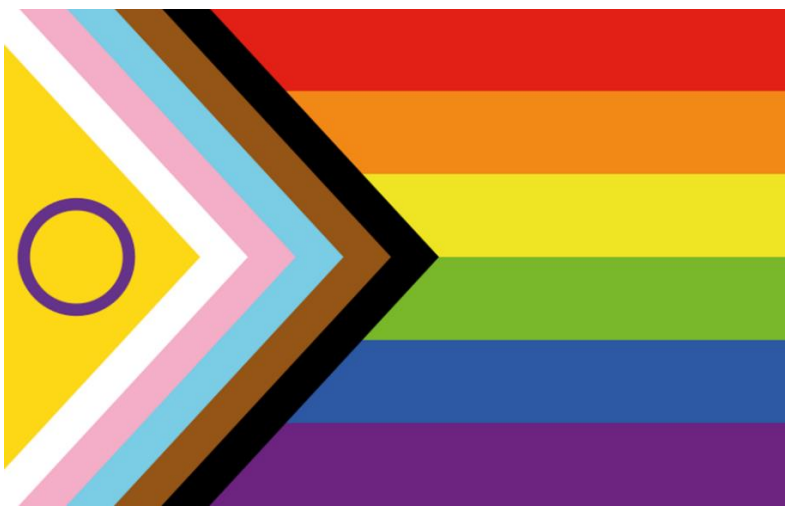
Pride and Progress Flag



File:Intersex-inclusive pride flag.svg - Wikimedia Commons

Intersex-Inclusive Flag (consortium.lgbt)

Pride flags are ever-evolving and we now have the LGBT Progress Pride (Intersex- Inclusive) Flag.

The ever-changing Pride symbol has been revised again.

The latest version was created by intersex journalist and media figure Valentino Vecchietti. Intersex Equality Rights UK, an advocacy group, unveiled the flag in late May of 2021, and it has since gone viral on social media.

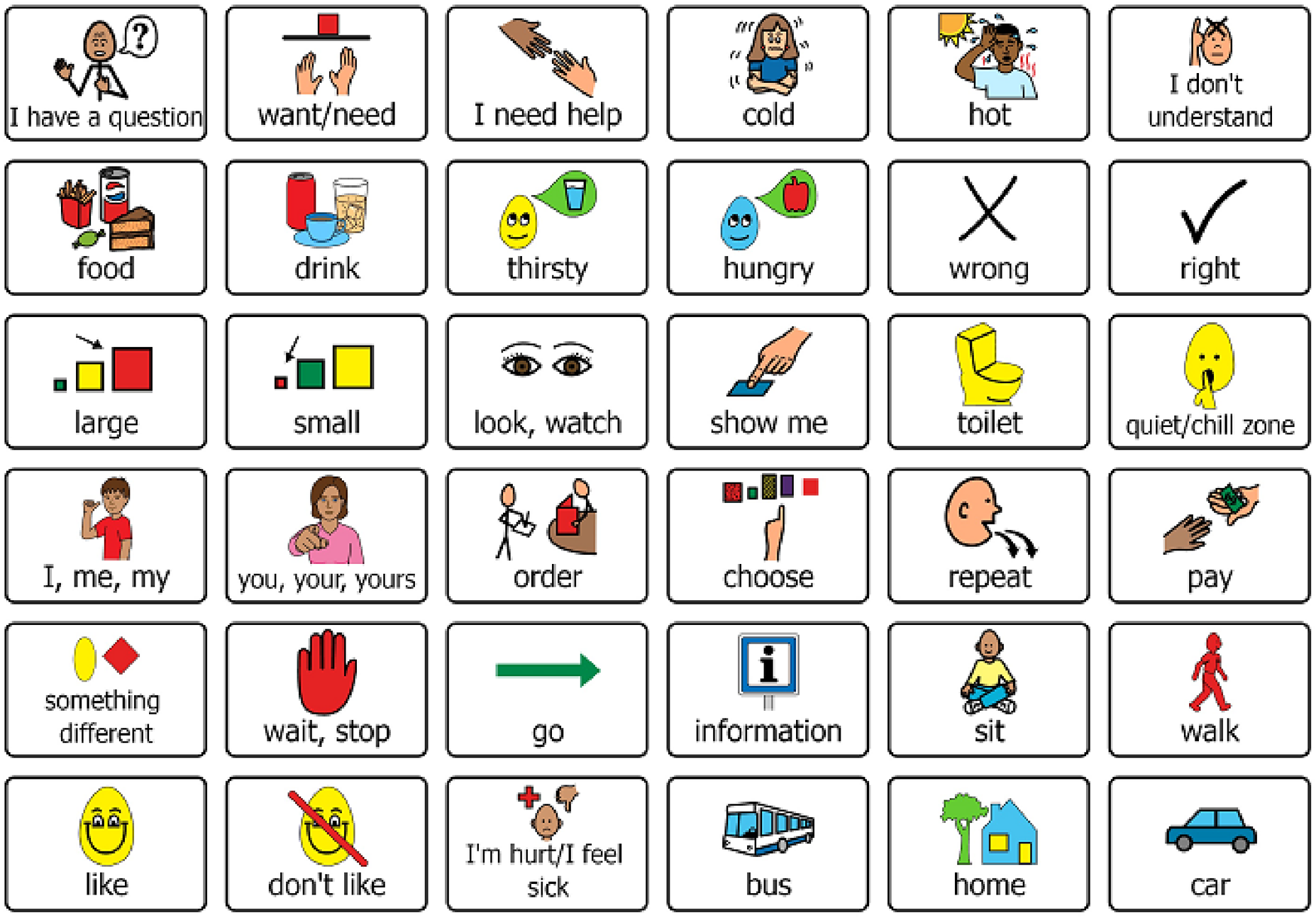
In Vecchietti’s version, a purple circle overlaid over a yellow triangle has been added to the chevron on the left side of Quasar’s design, a nod to Australian Morgan Carpenter’s famous 2013 intersex flag.

Example accessible map

The map is of a simplified style, showing the entire event site. There are large, easily identifiable markers showing the location of accessible toilets, accessible viewing spots, viewing areas with accessible matting, the information centre and the quiet zone.

Image credit: City of Perth

Example sensory map

The sensory map provides information for attendees who may be seeking low-sensory areas and activities, away from loud music, strong smells and bright lighting. It also indicates rest spots for those who simply require a break from the stimulating environment of a large event.

Example Chat/Communication Board