



information
and privacy
commission
new south wales

IPC Events Management Policy

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Acknowledgement: A resource sited for the creation of these guidelines was compiled by Canterbury City Council's Community Worker, and the Disability Access Committee.

Introduction

This policy sets out guidelines for managing events hosted and/or organised by the Information and Privacy Commission NSW (IPC). It addresses equitable access for people with disabilities and culturally and linguistically diverse (CALD) stakeholders.

It also provides guidance on current practices, protocols and Government issued directives relating to event management.

A recommendation was made in May 2014 meeting of the IPC's Executive Committee, that a guideline incorporating access provisions for people with disabilities be included in the next review of the IPC's Stakeholder Engagement and Disability Action Plan. The purpose of this policy is to provide guidance to IPC staff responsible for organising IPC events and to ensure equity of access for all stakeholders wishing to participate in and attend IPC hosted events.

In consultation with the Manager, Communications and Corporate Affairs, the scope of the policy was broadened to incorporate best practice guidance and recommendations as they relate to event management.

Summary

The purpose of this policy is to provide guidance to IPC staff responsible for organising IPC hosted events and to ensure equity of access for all stakeholders wishing to participate in and attend these events.

This policy is based on IPC corporate documents and policies as well as guidelines, protocols and directives issued by the NSW Department of Premier and Cabinet (DPC). This policy:

- provides definitions for terms associated with event accessibility and event management
- details standards for professional and personal use of social media
- provides a framework for event management and coordination
- provides information on how to comply with the policy; and
- provides references for other relevant policies.

1. Scope

This policy applies to all staff and contractors of the IPC. This includes temporary and casual staff, private contractors and consultants engaged by the IPC to perform the role of a public official.

It sets out considerations which event managers and/or organisers need to incorporate into the planning, implementation and evaluation of IPC hosted event projects. It addresses equitable access for people with disabilities and culturally and linguistically diverse (CALD) stakeholders as described in the definition section below.

It also provides guidance on current practices, protocols and Government issued directives relating to event management.

It is informed by the:

- IPC Business Plan
- IPC Sponsorship/Strategic Partnerships Policy
- [IPC Code of Conduct](#)
- [IPC Service Charter](#)
- [IPC Disability Action Plan](#)
- [IPC Multicultural Services Plan](#)
- [IPC Aboriginal Action Plan](#)

This policy is also informed by the:

- [Premier's Circular 2002-63](#)
- [United Nations Convention on the Rights of Persons with Disabilities](#) which is reflected in the six outcome areas of the [National Disability Strategy 2010 – 2020](#) (NDS).
- DPC's [Aboriginal Cultural Protocols and Practices Policy](#)

This policy will apply from the date of effect.

This policy will be reviewed bi-ennially and as required as best practice and government directives change.

2. Purpose

The purpose of this policy is to provide guidance to IPC staff responsible for organising IPC hosted events and to ensure equity of access for all stakeholders wishing to participate in and attend these events.

This policy supports the [IPC Disability Action Plan](#) NDS outcome 1 – Inclusive and accessible communities, the [IPC Aboriginal Action Plan](#) (Outcome 2 – Recognition and Respect), and the [IPC Multicultural Services Plan](#) (Outcome 5 – Access and equity).

3. Definitions

Accessibility refers to the design of products, devices, services, or environments for people with disabilities and/or specific cultural requirements.

CALD refers to Culturally and linguistically diverse. Usually used in the context of communities or client groups/stakeholders.

CCA refers to Communications and Corporate Affairs.

Department means the Department of Justice.

DPC means the Department of Premier and Cabinet NSW.

Event means any event hosted by the IPC aimed at external stakeholders including, but not limited to, training and information sessions, forums, workshops, launches/activations, round tables, milestone celebrations.

Employee means employee of the IPC and persons engaged to provide services, information or advice. Employees include permanent, temporary, casual, trainee, SES officers, contractors, and any member of the public sector service as defined in Part 4 of the *Government Sector Employment Act 2013*.

IPC means Information and Privacy Commission NSW.

IPC Aboriginal Action Plan refers to the document which recognises the deep cultural history of Aboriginal people, the commitment of the IPC to promoting and safeguarding their information access and privacy rights, and sets out clear actions, time frames and responsibilities in relation to service provision, inclusion and acknowledgement of Aboriginal people in the work of the IPC.

IPC Code of Conduct refers to the Code of Conduct which establishes the standards of employee conduct required by the IPC and outlines the responsibilities of employees and managers to achieve a workplace where appropriate ethical standards are maintained. All employees are required to comply with this Code and any breach of the Code may lead to remedial or disciplinary action.

IPC Disability Action Plan refers to the document which identifies the strategies and actions the IPC will implement to ensure that services, facilities and the workplace are inclusive and accessible for people with disability. The plan also identifies the IPC's contribution to policy development that supports the implementation of the six outcome areas of the NDS and the NSW Plan.

IPC Multicultural Action Plan refers to the document which outlines the IPC's commitment to the principles of multiculturalism and identifies specific actions and outcomes in relation to this commitment.

IPC Service Charter refers to the document which outlines the IPC's service commitment and service standards.

People with a disability refers to people with all kinds of impairment from birth or acquired through illness, accident or the ageing process. It includes cognitive impairment as well as physical, sensory and psycho-social disability.

4. Guidelines and protocols

As an independent statutory authority in NSW, the IPC is committed to complying with government issued protocols and policies relating to event management. This section includes best practice guidelines for event management.

4.1 Engaging event suppliers/professional service providers

The scale of most IPC hosted events means that event organisation does not need to be outsourced.

When the scale and/or scope of the event, or internal resourcing means the event cannot be organised in-house, a decision to engage a Professional Conference Organiser (PCO), or event management company may be made by the CEO.

When planning an event, it is a legal requirement to consider the access needs of people with a disability.

When assessing the suitability of PCOs/event management companies, specific consideration should be given to each company's values and how they align with IPC core values. Consideration should also be given to their commitment to the principles of multiculturalism and awareness of event accessibility principles.

4.2 Sponsorship

The IPC's *Sponsorship/Strategic Partnerships Policy* (June 2015) provides guidance on seeking event sponsorship/strategic partnerships.

4.3 Venue selection

[Premier's Circular 2002-63](#) requires Chief Executives or their delegates to give preference to the use of government-owned training/conference facilities when conducting workshops, conferences, meetings and forums relating to community or in-house activities.

The [government-owned training and conference facilities list](#) collated by the Public Service Commission is available as a PDF document on the DPC website.

4.4 Welcome to country/ acknowledgement of country

The NSW Government recognises the unique position of Aboriginal people in our culture and history. The Government, on behalf of the people of the State, is committed to the process of genuine recognition of the truth of Australia's history, and addressing the disadvantage that Aboriginal people continue to face today.

Aboriginal people are the original owners of the land and it is important that this special position of Aboriginal people is recognised and incorporated into official protocol to enable the wider community to share in Aboriginal culture and facilitate better relationships between Aboriginal people and the general community.

By incorporating Aboriginal cultural practices/ceremonies into IPC hosted events we are able to:

- Recognise and pay respect to Aboriginal peoples, cultures and heritage
- Communicate Aboriginal cultural practices to the broader community to promote respect and understanding
- Demonstrate that Aboriginal cultures are living through maintenance and practice of ceremonies and protocols
- Demonstrate recognition of Aboriginal people unique position which can assist in building relationships and partnerships.

The type of ceremony undertaken at an official event should be appropriate to the nature and size of each event in accordance with the procedures set out in the DPC's [Aboriginal Cultural Protocols and Practice](#) Policy and negotiations with local Aboriginal Elders and organisations. It is important to note that ceremonies and practices differ from place to place. The planning timetable of official events should allow time for negotiations with Aboriginal communities, as well, discussion and decision-making within those communities.

4.4.1 Minimum requirements

As a minimum requirement an Acknowledgement of Country ceremony should be undertaken.

An Acknowledgment of Country is a way that non-Aboriginal people can show respect for Aboriginal and Torres Strait Islander heritage and the ongoing relationship of traditional owners with the land. A Chair or Speaker begins the meeting by acknowledging that the meeting is taking place in the country of the traditional owners. On occasion, there may be disputes about who the traditional owners are. Those who acknowledge the country, can 'acknowledge all the traditional owners of the land' or can 'acknowledge the traditional owners of this land' without naming those people.

Acknowledging Country in this way will not cause offence where there is some potential or actual dispute around ownership. Typical Acknowledgement of Country statements can include: -

- I would like to acknowledge that this meeting is being held on the traditional lands of the (appropriate group) people.
- I would like to acknowledge that this meeting is being held on Aboriginal land and recognise the strength, resilience and capacity of Aboriginal people in this land.

When coordinating an event with a facilitator, it should be clearly communicated in the brief whether the facilitator will deliver the acknowledgement of country, or if a representative of the IPC will do this. The acknowledgement of country should be made at the beginning of the event. Other speakers may also wish to acknowledge country prior to commencing their speech, and this is acceptable.

4.4.2 Displaying the Aboriginal flag at events

At events at which flags are shown, the order of display, from an audience perspective from left to right, the Australian flag, the NSW flag, the Aboriginal flag and the Torres Strait Islander flag.

4.3 NSW State Flag and Emblems

Generally, the IPC does not host events where flags are displayed. However, should this be required, the Premier's Department of NSW has issued the following guidance:

The Government promotes the flying of both the National and the NSW flags and encourages everyone, especially young people, to become familiar with the protocols for the correct use of these flags. Guidance on flag protocol can be found on the nsw.gov.au site, and is outlined in [The Flag and Emblems of New South Wales](#) published in 2015 by the Premier's Department of NSW.

Refer to 4.4.2 for guidance on flag order at events at which the Aboriginal flag and Torres Strait Islander flag are shown.

4.4 Ministerial attendance

Ministers attending an IPC hosted event should be acknowledged by the opening speaker as a VIP.

Minister's attending on behalf of the Premier, should be introduced for the first time as the Hon. (name) MP, is representing The Premier of NSW, the Hon (name); after which the Minister in attendance can be referred to as the Hon (name).

Ministers attending in their own right should be introduced as the Hon (name), Minister for (portfolio), after which they can be referred to as Minister (name) in conversation, or the Hon (name) Minister for (portfolio) if being called to speak or present.

The DPC maintains a table of precedence for NSW. This is attached in Appendix A.

5. Event accessibility

5.1 CALD clients

More than 2,170,000 people living in NSW were born overseas. This represents 31% of the NSW population (ABS Census data 2011). Planning an event or program which ignores cultural practices and customs makes it inaccessible.

The following recommendations and best practice guidelines form part of this policy:

- When representing IPC at external events, multilingual staff should wear language pins to communicate to stakeholders their ability to provide advice and assistance in languages other than English. CCA can source language pins for all staff who identify as multilingual. The most recent audit of staff was conducted in July 2015
- Translated versions of IPC's core brochures should be made available at all events
- Event organisers should offer a number of different engagement strategies, which enable communities to engage in ways that suit their confidence and ability, and avoid over-reliance on technology based strategies

- When developing speaker programs, consider the inclusion of appropriately qualified speakers who can represent CALD clients or specific community groups
- Consider the appropriateness of hiring a qualified translator when events are hosted for specific language or cultural groups
- When coordinating events where you know members of specific CALD communities will attend, research cultural customs. Ignoring specific customs of groups makes a program or event inaccessible
- Where practical and appropriate, engage suppliers who can deliver inclusive catering options (for example, vegan, vegetarian, halal, kosher). Where available, diversity can be celebrated by serving drinks and foods popular in different cultures. State that non-alcoholic drinks will be available.

5.2 People with a disability

When planning an event, it is a legal requirement to consider the access needs of people with a disability. With over 16% of the NSW population living with some form of disability, making an event accessible is extremely important.

Many members of the NSW community have access requirements. Access stakeholders include:

- someone with a hearing or vision impairment
- a person in a wheelchair (wheelchair user)
- a person with intellectual disability
- a parent pushing a stroller
- an older person.

Access customers can be born with a disability or they may acquire a disability, temporarily or permanently, at some point in their lifetime. As we age our access needs increase.

Organisations that conduct community events have a legal requirement under the *Disability Discrimination Act 1992* to ensure people with disabilities are able to attend an event by providing barrier-free access to buildings and open space areas where events are conducted. The following information concerns physical access issues that should be considered when planning events.

It must always be assumed that a person with a disability will wish to attend an event and it is therefore important that no person with a disability is denied access, adequate amenity or the opportunity to enjoy an event to the same degree as a person who does not have a disability.

The most effective way of ensuring access for everybody is to consider access at the initial planning stages of your event. More information is available in:

- Attachment 1: Meeting Accessibility Requirements which outlines specific considerations to be made when planning an event
- Attachment 2: Checklists which provides accessibility checklists for event managers/coordinators.

5.2.1 Provision of disability access at IPC events

The following headings identify activities required in the planning and implementation of community events. Each activity will be reviewed prior to the event to ensure the following access issues are considered i.e. NDS Outcome 1 – Inclusive and accessible communities.

1. Event Presentation

- A IPC event should be portrayed and promoted as an event that is inclusive for all participants and that no participant is precluded by reason of their disability. All stakeholders should be encouraged to include people with disabilities in their contribution to an event
- Promotion of an event ensures that no person with a disability, due to lack of adequate access, is denied the opportunity to attend an event. It is equally important that a person with a disability can enjoy an event with equal amenity as a person who does not have a disability
- Event signage will be sensitive to and assist people with disabilities.

2. Contact Officers

- The CCA team will act as contact officers and will provide advice and assistance to IPC's Officers/Presenters/Trainers and convening committees on disability access issues.

3. Business Liaison

- We will endeavour to promote IPC's policy of inclusion for people with disabilities to our business partners
- We will seek to attract sponsorship from organisations assisting people with disabilities.

4. Contact Officers

- Contact Officers may attend a meeting of the coordinating committee if requested to discuss disability access issues with committee members
- We will encourage and promote the participation of people with disabilities in coordinating committees and in the planning of Council events.

5. Publicity/Media

- Events publicity will include the needs of people with sensory impairments by producing information on events in alternative format e.g. large print and audiocassette
- Events promotion will include media specific to people with sensory impairments e.g. community announcements on Radio 2RPH (Radio for the Print Handicapped) and through periodic newsletters of peak disability bodies such as the Royal Blind Society and the Deaf Society of NSW.
- Press releases will be issued to ethnic community radio stations

- The Media Plan will address the needs of people with disabilities at each stage of the IPC Event Plan.
- **Executive Protocol/Liaison**
 - The speech drafted for the Information Commissioner or the Privacy Commissioner will consider the appropriateness of recognising people with disabilities within the context and purpose of a particular event.
- **Sponsorship**
 - We will acknowledge and include services and agencies that assist people with disabilities when forwarding sponsorship packages and materials
 - Refer to section 4.2 for further guidance.
- **Budget Control**
 - The events budget will include specific allocation for amenities to assist people with disabilities where appropriate.

9. Traffic Coordination

- Accessible pathways of travel will be considered in the deployment of any traffic control barriers. To ensure that this will occur, the proposed event layout will be referred to the Contact Officers for advice in accordance with Item 16 – Site Layout and Control
- Any street closures will ensure, where practicable, that kerb ramps remain clear and accessible
- The parade route, wherever possible, will be on level terrain with a minimum of cross fall
- Traffic marshals will be briefed on disability access and the importance of maintaining an accessible uninterrupted path of travel throughout an event site.

10. Event Documentation

- The Event Brief will provide details on disability access provisions
- Invitations should indicate the accessibility of the event, and a note which encourages people to make contact with the Contact Officers to discuss their access requirements
- The report by the Contact Officers to Executive Committee to include recommendations for access for people with disabilities at major events.

11. Risk Management / Security

- Our Emergency Management Plan will recognise special assistance needed for people with disabilities and the frail aged
- First Aid Staff will be aware of disability access issues.

12. Environmental Compliance

- Waste bins will be deployed in locations that do not block accessible pathways of travel.

13. Participant Liaison

- Event information will include advice on assistance for people with disabilities.

14. Equipment Coordination

- Barriers and road closures will be deployed and arranged in accordance with Item 9 – Traffic Coordination
- Cables will be taped down or correctly covered so as not to pose a trip hazard and will be traversable by a person in a wheelchair
- Liaise with equipment contractors to either ensure suitable ramps for stage access or a dignified alternative to stage access will be provided
- Level changes on accessible pathways will be safely ramped wherever possible
- Signs indicating street closures and alternative accessible routes will be provided
- Audio equipment will be operating and positioned for optimal assistance for people with hearing impairment
- Sign and banners employed so as to not impede clear pathways of travel.

15. Community Liaison/Information

- Goods for sale will be restricted to items that will not impede access or pose a hazard for people with disabilities
- We will include people with disabilities and disability organisations in mailing lists to promote events
- On site information and an assistance booth will include materials and information on disability access
- Volunteers will provide assistance with access for people with disabilities advising of locations of facilities such as accessible toilets.

16. Site Layout and Control

- Planning Checklist for Disability Access will be completed by the Contact Officers and the IPC Officer/Presenter/Trainer
- Site diagram will be referred to Contact Officers for referral to the Executive Committee for comment on access provision

- Stall configuration will allow for a clear path of access for people with mobility difficulties wherever possible
- Stalls are to be situated on a level surface with a minimum cross fall wherever possible to assist access for people who use a wheelchair
- Signage will be clear with good colour contrast
- Augmented hearing assistance (hearing loop) will be available at indoor events
- The Site Plan will include the provision and location of accessible toilet(s) including appropriate signage
- Accessible toilets are to be clean and platforms to toilets will be maintained to remain non-slip
- A continuous path of travel will be provided for people with disabilities either by the footpath or alternative pathway
- Where required, to assist people with disabilities and the frail aged, public seating will be provided adjacent to stage areas.

17. Entertainment Program

- Entertainers with a disability will be considered for inclusion in the entertainment program
- An area will be reserved near the entertainment stage(s) for people who use a wheelchair. A clear passage will be maintained to accessible pathways
- Adequate lighting is to be provided at indoor events for people with low vision
- Entertainment programs will be available in an alternative format e.g. large print and audiocassette.

18. Event Production

- The Contact Officer will be consulted on access advice and assistance as deemed necessary
- People with disabilities will be supported to participate in an event parade.

19. Contact Officers

- We will encourage people with disabilities to participate as volunteers
- Volunteers assisting people with disabilities are to be registered and receive advice on leading persons with vision impairment
- Volunteers will be aware of the location of disabled toilet facilities.

20. Post Event Evaluation

- A post event evaluation report will include an evaluation of disability access that was provided
- Areas for improvement will be flagged for future events.

Attachment 1: Meeting accessibility compliance

1. The Need for Disability Access

Organisations that conduct community events have a legal requirement under the *Disability Discrimination Act 1992* to ensure people with disabilities are able to attend an event by providing barrier-free access to buildings and open space areas where events are conducted.

It must always be assumed that a person with a disability will wish to attend an event and it is therefore important that no person with a disability is denied access, adequate amenity or the opportunity to enjoy an event to the same degree as a person who does not have a disability.

The following information concerns physical access issues that should be considered when planning events.

2. Planning the Location of Outdoor Events

When planning an outdoor event, location can be very important. Distances and gradients from car parking or public transport options should be considered. If using an outside location, check footpaths and access to events that are held on uneven surfaces. Conditions can change when wet weather conditions occur. Sufficient lighting for events at night is also a major consideration.

3. Access Into and Within Buildings Used for Public Events

Access into a building must be provided via a ramp or a lift for any public events or meetings that are using a room with steps. Not only people with disabilities but parents with prams and the frail aged will appreciate the provision of this access. A clear and uninterrupted path of travel must be provided within public areas that ensure access to all common facilities within including accessible toilets. There should be no significant changes of level within these areas that would impede the passage of a person with a disability. Any level change should be addressed by provision of a ramp as described below.

- **Ramps**

Ramps need to comply with the specifications set out in Australian Standard 1428.1. The gradient of a ramp that exceeds 1520mm in length should not be greater than 1:14. For ramps less than 1520mm the gradient should not exceed 1:8. The gradient of a ramp is obtained by the dividing the length of the ramp – the horizontal run – by the rise. A ramp with a gradient of 1:14 should have a landing at the bottom and the top and a landing at intervals not exceeding every 9 metres. Ramps should be at least 1000mm wide however 1200mm are preferred to accommodate the larger wheelchairs.

- **Handrails**

Handrails should be provided on both sides of a ramp and handrails on steps are necessary for people with ambulant disabilities as they can assist with walking and balance. Handrails can also act as a directional guide for people with vision impairment.

- **Lifts**

Lifts are invaluable in providing access to an event for people with mobility impairments. To provide sufficient circulation space for a person in a wheelchair, the internal dimensions of the lift should comply with Australian Standard 1735.12 and should be least 1100mm wide by 1400mm deep. Some people may require assistance using older style lifts. It is essential to check that the lift is operating on the day of the event.

- **Sanitary facilities**

Event venues should have an **unlocked** accessible toilet provided. It is important to check that it is free of obstructions, as many accessible toilets are used as storage areas. Accessible toilet facilities need to comply with Australian Standard 1428.1 clause 10 for circulation space within the cubicle and the provision and positioning of grabrails. An accessible toilet needs to have an internal area of at least 3.6 square metres to provide adequate circulation space for a wheelchair.

- **Wheelchair seating in auditoria and other venues for public events**

Within an auditorium, wheelchair seating places should be accessible from the main entrance. Wheelchair seating spaces should be adjacent to fixed seating and distributed evenly throughout the auditorium either singly or in pairs. Each wheelchair seating space should be adjacent to and on the same level as, other seating in a row and be part of a continuous path of travel. All wheelchair seating spaces should be located to allow lines of sight comparable to those for general viewing areas.

- **Chairs and tables**

The layout of tables and chairs should allow spaces for people who use wheelchairs in all parts of the venue. A situation should be avoided where mobility is further limited by the use of fixed furniture. Chairs that limit mobility such as those with writing boards should be avoided. To improve comfort, cushions should be made available for those people with disabilities that may have problems with prolonged sitting.

The height of tables for wheelchair users needs to be lower (850mm). The clearance for wheelchair seating at tables should be 810mm from the table. Drinks served to people with upper body mobility problems should have a handle, as plastic cups can be dangerous for people with limited arm movement. A check for any special diets and food intolerances should be made for any event where catering is provided.

- **Lighting**

Interior lighting for safe movement within an event venue should be uniform across the venue. At events where a sign interpreter assists people with a hearing impairment, focussed lighting without excess shadows should be provided both on the face of the person addressing the audience for lip reading and on the interpreter for sign language interpretation.

4. Transport

- **Accessible parking spaces**

Accessible parking spaces should be available close to the building or open space area and information about the availability and location of accessible parking should be included in promotional literature such as flyers and posters and be sent out before the meeting. Any direct invitees to an event or meeting should be asked if they require accessible parking. If no accessible parking is currently allocated in a parking area, arranging for a temporary accessible parking space or spaces should be considered.

- **Public transport**

Where possible an event should be held near accessible public transport routes. Many railway stations are now wheelchair accessible under City Rail's Easy Access upgrade program and more low-floor accessible buses are being introduced on major bus routes.

5. Information and Signage

- **Information in alternative formats**

Information about an event should be provided in alternate formats. People with vision impairment may request information on CD, audiocassette, large print or braille. The Royal Blind Society of NSW has an advisory service on alternate formats and can provide advice on which formats would be the most suitable for a particular event.

- **Signage**

All signage should be clear with good colour contrast. To assist people with colour blindness and low vision, colours of red and green should not be incorporated together into signage. Lower case lettering should be used rather than capital letters and black on a white background provides the best contrast. The international symbols for access and deafness should identify accessible toilets and hearing loops.

- **Hearing loops/hearing assistance**

Hearing loops serve to augment the hearing capacity of those people who use hearing aids. A person with a "T-switch" on their hearing aid will receive additional hearing assistance when tuned in and seated within the area covered by the hearing loop. Hearing loops are normally integrated into public address systems and should be provided in areas of public assembly where events are conducted. The hearing loop should be checked before the event to see that it is in working order.

6. Personal Assistance

At events or large meetings it is worthwhile having a person or persons to provide assistance with access for people with disabilities. This may involve greeting people, showing people where the lifts are located or facilities such as accessible toilets. A checklist such as the one in Attachment 2 is also a useful tool in the planning of accessible events.

Attachment 2 – Checklists

PLANNING CHECKLIST FOR DISABILITY ACCESS PARKING

- Accessible parking is available close to building.
- If no accessible parking is available, arrangements made for the provision of temporary accessible parking space(s).
- Information on accessible parking is include in flyers and promotional materials and sent out before the event.
- Invitees asked if they require accessible parking.
- Alternative proposal if access not provided:

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ACCESSIBLE PUBLIC TRANSPORT

- Set down points of nearest public transport.
- Is this transport accessible?
- State Transit Authority notified of event to ensure that accessible buses will be in service.
- Is information available about public transport?

ACCESS TO AND WITHIN THE BUILDING

- Is dignified access at the main entrance provided?
- If no, what alternative such as ramps can be provided to assist people with disabilities?
- If ramps provided, they comply with AS 1428.1 for width and gradient
- Lift is operating and complies with AS 1428.1 for circulation space.
- Alternative proposal if access not provided:

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SIGNAGE AND INFORMATION

- Event information is provided in alternative formats – large print and audiocassette.
- Information in braille available if requested prior to an event.
- Are signs clear and unambiguous?
- Lower case lettering used and black on white background for maximum contrast.

- Sufficient colour contrast is provided. Red and green colours not incorporated together in signage to assist people with colour blindness and low vision.
- Hearing loops checked and operating for indoor events.
- International symbols for deafness and access identify hearing loops and accessible toilets.

LIGHTING

- Interior lighting is uniform across the hall.
- A sign interpreter is provided where people with hearing impairment will be present.
- Persons making an address are clearly illuminated to aid in lip reading.

ACCESSIBLE SANITARY FACILITIES

- Available and are unlocked.
- Clean and slip resistant
- Do they provide adequate circulation space for a wheelchair?
- Clear of obstructions and ready for use.
- Alternative proposal if access not provided:

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ACCESS – OUTDOOR EVENTS

- Clear unobstructed pathways provided to accessible toilets and key event locations.
- Area set aside near stage or podium for wheelchair users.
- Signs indicate location of accessible toilets.
- Alternative proposal if access not provided:

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SEATING – INDOOR EVENTS

- Within an auditorium, wheelchair-seating area is accessible to main entrance.
- Where practicable, distributed throughout the auditorium either singly or in pairs.
- Do they allow a sightline to general viewing areas?
- Layout of chairs and tables do not hinder persons who use a wheelchair

- Height of tables does not exceed 850mm
- Clearance of at least 810mm from tables provided for persons who use a wheelchair.
- Alternative proposal if access not provided:

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CATERING

- Are refreshments accessible to everybody?
- Drinks served in cups with a handle.
- Special diets
- Waiter service

ACCESS CHECKLIST FOR STALLHOLDERS

- Height of stall is not greater than 850mm to assist a person in a wheelchair to view goods that are for sale.
- Goods for sale will not impede access or pose a hazard for people with disabilities.
- Stall location is a level as possible with minimum cross fall to allow safety and ease of mobility by a person in a wheelchair.
- Area immediately around stall is clear of boxes and other obstructions that may impede the passage of people with disabilities.
- A clear unobstructed path of travel is provided from the stall to adjacent stalls and to the main accessible pathway of travel within the stallholder area.
- Signage is clear with good colour contrast.

Appendix A

The table of precedence presents the formal and ceremonial status of members of Parliament, Government and the Judiciary. Each state has a table of precedence.

1. The Governor-General
2. The Governor or Lieutenant-Governor administering the Government
3. The Premier
4. The Prime Minister
5. The Lieutenant-Governor if not administering the Government
6. The Chief Justice
7. (a) Foreign Ambassadors and High Commissioners (b) Foreign Ministers and Envoys
8. State Executive Councillors
9. The Anglican and Roman Catholic Archbishops of Sydney (according to date of appointment)
10. The President of the Legislative Council
11. The Speaker of the Legislative Assembly
12. (a) Former Governors-General according to the date of leaving office
(b) Former Governors of New South Wales according to the date of leaving office
(c) Former Premiers of New South Wales according to the date of leaving office
(d) Former Prime Ministers according to the date of leaving office
13. The President of the Senate and the Speaker of the House of Representatives of the Commonwealth of Australia according to the date of appointment
14. The Chief Justice of Australia
15. Leader of the State Opposition
16. Federal Executive Councillors
17. Justices of the High Court of Australia
18. Judges of the Supreme Court and Judges with supreme court status in order of appointment
19. The Chief Judges of Federal Courts of Australia and the President of the Australian Conciliation and Arbitration Commission according to date of seniority
20. Privy Councillors
21. The Lord Mayor of Sydney
22. The Director-General of the Premier's Department
23. Members of the Legislative Council
24. Members of the Legislative Assembly
25. Members of the Parliament of the Commonwealth
26. Other Judges of Federal Courts and Deputy Presidents of the Australian Conciliation and Arbitration Commission according to the respective dates of first appointment to one of those offices
27. Senior Officers in New South Wales of the Naval, Military and Air Forces according to seniority
28. Heads of Religious communities according the date of assuming office in New South Wales
29. Chief Executive Officers of New South Wales Government Departments and Authorities
30. (a) Heads of Consular Missions according to their seniority in the Consular Corps in New South Wales
(b) Trade Commissioners

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32. Recipients of Australian and British decorations and honours taking precedence over Officers of the Order of Australia, all according to the precedence of those awards
 33. Judges of the District Court and Judges with District Court status
 34. Ex-Ministers of the State and persons authorised to retain the prefix "Honourable"

17. Document information

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