



## Accessible Information Procedures

### 1. STRATEGIC PLAN THEME AND COMPLIANCE OBLIGATION SUPPORTED

[Curtin Disability Access and Inclusion Plan \(DAIP\)](#)

Strategic Plan Theme: [People and Culture](#)

### 2. PROCEDURAL DETAILS

- 2.1 Curtin University recognises that its information should be available in formats that will enable universal access to students, staff and the wider community.
- 2.2 All Original information is prepared and provided in accordance with existing Curtin guidelines and Universal Design principles.
- 2.3 Original information is made available in more than one format wherever possible.
- 2.4 Where the original format/s is not accessible to a person with a disability, an alternative format will be provided on request, within a reasonable time frame, unless provision causes the University unjustifiable hardship (given meaning by s11 of the Disability Discrimination Act 1992 [amended 2009]).
- 2.5 Recommendations and guidelines for alternative formats are made available on Curtin's disability and accessibility support web pages.

#### 2.2 Print

- 2.2.1 Printed information will be provided in a format consistent with Curtin's Brand Guidelines and where this does not apply, consistent with the Guidelines for Accessible Printed Information.
- 2.2.2 All printed information should include a statement that the information is available in alternative formats on request where deemed reasonable.
- 2.2.3 Printed information is provided in an alternative format on request from a person with a disability.
- 2.2.4 All external and internal signage should be positioned to be clearly visible to people with a disability, in accordance with the Building Code of Australia (BCA), Australian Standards, AS1428.1 and AS1428.2. International Symbols, maps and other graphics may be useful.

#### 2.3 Electronic

- 2.3.1 Information published electronically must be consistent with Curtin's Digital Publishing Procedures and WCAG guidelines.
- 2.3.2 Information published in learning management systems such as Blackboard must meet print and web accessibility standards.
- 2.3.3 Curtin maps are available in accessible formats, including Access Maps indicating specific access features of Curtin campuses.
- 2.3.4 Electronic information is provided in an alternative format on request from a person with a disability.

#### 2.4 Auditory information

- 2.4.1 Auditory information is provided with the best possible clarity and sound quality.
- 2.4.2 Auditory information is also provided in another format wherever possible and in an alternative format on request
- 2.4.3 Assistive technology is used where appropriate and on request.
- 2.4.4 Telephone services to assist people with hearing impairment are available on request

#### 2.5 Systems and applications

- 2.5.1 Applications and systems are selected with due regard to accessibility principles and capabilities.

### 3. RESPONSIBILITIES

3.1 These management positions are responsible for the implementation and compliance monitoring of the policy in their work areas:

- Executive Managers
- Line Managers

### 4. SCOPE OF PROCEDURES

These procedures apply to all Curtin contracted staff at onshore locations

### 5. DEFINITIONS

(Note: Commonly defined terms are located in the [Curtin Common Definitions](#). Any defined terms below are specific to this document)

#### **Accessible Information**

Information, including course materials, that is presented in a format that is easily used and understood by an audience with diverse needs, including people with a range of disabilities who may also use assistive technology (e.g. screen reader) to access information. Accessible information incorporates the principles of Universal Design.

#### **Alternative Formats**

This is the provision of original information in another format that is appropriate to the needs of a person with a disability.

#### **Disability**

Curtin recognises the definition of disability as per the Commonwealth *Disability Discrimination Act 1992*.

#### **Original Information**

Information authored by a Curtin staff member, or Curtin's Agent or Contractor, and intended for Curtin students, staff or wider community

#### **Universal Design**

Universal Design is the design and format of original information to make it usable by all people, to the greatest extent possible, without the need for adaptation. (Sheryl Bergstahler, University of Washington)

### 6. SCHEDULES

*Nil*

### 7. RELATED DOCUMENTS/LINKS/FORMS

[Disability Access and Inclusion Plan](#)

[Guidelines for Accessible Printed Information](#)

[Guidelines for Providing Information in alternative formats for People with Disabilities](#)

[Students with Disability Policy](#)

[Universal Design](#)

[Digital Publishing Procedures](#)

[AVCC Guidelines on Information Access for Students with Print Disabilities](#)

[AVCC Guidelines for Students with a Disability 2006](#)

[Disability Discrimination Act \(1992\) amended 2005](#)

[State Government Access Guidelines for Information, Services & Facilities \(2012\)](#)

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<b>Policy Manager</b>	Chief Operating Officer
<b>Approval Authority</b>	Chief Operating Officer
<b>Review Date</b>	1 <sup>st</sup> April 2021

#### REVISION HISTORY

Version	Approved/ Amended/ Rescinded	Date	Committee / Board / Executive Manager	Approval / Resolution Number	Key Changes and Notes
	Approved	30/03/2010	Planning and Management Committee	PMC 23/10	Attachment 1 to Document No 00323/10
	Administratively Updated	06/10/2015	Director, Legal and Compliance Services	EC 76/15	Executive Manager Title Changes & Approval Authority
	Approved	17/10/2017	Deputy Vice-Chancellor, Academic	EM1729	Conditional upon PMC rescinding the Accessible Information Policy and Procedures at its meeting on 2/11/2017 (PMC 86/17)