**Engagement and Communication Access Form**

If you would like to attend a council run community engagement, meeting or event and have specific access or inclusion needs, please complete this form and submit to the Council.

**Community Engagement or Meeting**

Which community engagement, meeting or event would you like to attend?

Date

Click or tap here to enter text.

Location

Click or tap here to enter text.

**Your Details**

Please tell us about yourself and how we can best communicate with you.

Your name

Click or tap here to enter text.

Your town or closest town to you

Click or tap here to enter text.

Your mobile phone number

Click or tap here to enter text.

Your email

Click or tap here to enter text.

How do you best like to receive information text, phone call or email?

Click or tap here to enter text.

**Your Communication Needs**

Please indicate your communication needs by ticking the accommodations that will best support you.

**Communicating with you**

To help me be part of the engagement, I need:

Information in large print

Accessible print

Visual representation in documents and presentations

Information in easy read

Information in plain English

Help filling out forms

Live or closed captioning

Access to presentation slides or PowerPoints prior to attending.

**Ensuring an accessible venue for you**

To help me attend the engagement, I need:

Information about the venue prior such as parking, access points, and a map.

Accessible parking

Access to accessible bathrooms

Drop off point at venue

Accessible entrance with a ramp

Water, bathroom and space for an assistance animal

Help filling out forms

Live or closed captioning

Access to presentation slides or PowerPoints prior to attending.

**Ensuring an accessible room for you**

In the room, I need:

Chair with arm rests

Table to place items on

Area to move around with a wheelchair or mobility scooter

Dimmed lighting

Hearing loop

An Auslan interpreter

Clear view of the presenter

To be seated in a particular spot e.g., close to the front, to the side etc.

A verbal explanation of the layout of the room at the beginning.

**Ensuring you can remain engaged**

Ensuring you can continue to be engaged, I need:

Frequent breaks

To be seated in a particular spot e.g., close to the front, to the side etc.

Foods that do not require utensils or intricacy.

Special dietary or allergy considerations

Please tell us more about this.

Click or tap here to enter text.

**Something else?**

Please let us know if there is a specific need that you require to assist you to attend and be involve in a council run community engagement, meeting or event.

Click or tap here to enter text.

The Federation Council will make every effort to provide you with this accommodation where possible. However, if the Federation Council cannot provide you with the accommodation requested, you will be contacted to discuss alternative reasonable adjustments.

You can submit this form either by emailing [council@federationcouncil.nsw.gov.au](mailto:council@federationcouncil.nsw.gov.au) or by dropping of to your closest Federation Council office. If you wish to discuss your form verbally or you need further assistance, please contact the council on 02 6033 8999.

**Confidentiality**

Information collected from you is kept strictly confidential and is used solely for the purpose of ensuring better engagement and communication with you. Access to this information is restricted to staff who communicate with you in the context of Council business.