Accessibility checklist for suppliers

Bellingen Shire Council is committed to ensuring that everyone has equitable and dignified opportunities to participate and engage in matters that affect them and their community.

To assist people living with a disability to fully interact with the content on our website we must ensure the documents we publish are accessible.

The following information is provided to help consultants and suppliers meet the accessibility requirements of documents that are published to any of Council's websites.

Accessibility requirements

Bellingen Shire Council must ensure that all communications we produce and make availableon our websites meet the:

- requirements under the *Disability Discrimination Act 1992*
- level AA of the Web Content Accessibility Guidelines 2.0 (WCAG 2.0 AA)
- objectives of the Disability and Inclusion Action Plan

Accessible documents can help people who:

- are blind or have low vision
- find it difficult using a mouse
- may have a cognitive impairment and find large chunks of content overwhelming.

Accessible digital document checklist

Use this checklist as guide to optimise documents for accessibility. The WCAG Guideline column refers to the criteria on the W3C website. For more information refer to How to Meet WCAG (Quick Reference)

The checklist can be applied to creating documents in Word. Many of the principles apply across all formats.

Recommendation	WCAG Guideline	Checklist
Provide a web optimised version of the documentthat is under 20 MB to enable online users to download with ease. This might mean compressing all images, embedding fonts or breaking the document into relevant sections.	N/A	Yes/No

Recommendation	WCAG Guideline	Checklist
Content is written in plain English	N/A	Yes/No
Use sans serif fonts no smaller than 11pt for Normal text.	N/A	Yes/No
Provide sufficient colour contrast for text and background and regular text.	1.4.3	Yes/No
Colour is not used as the only way information is presented. Use additional visual cues.	1.4.1, 1.3.3	Yes/No
Apply correct heading and layout styles applied (using tags/Word styles)	1.3.1	Yes/No
Use numbered or bulleted lists to divide content.	1.3.1	Yes/No
Include alternative text for all images, charts, graphs and maps. Provide long textual description of complex images.	1.1.1	Yes/No
Wrap images in line with text.	1.3.2	Yes/No
Avoid complex tables. Ensure header rows or columns are clearly defined and no blank or merged cells are present.	1.3.1	Yes/No
Avoid using text boxes for layout.	N/A	Yes/No
Hyperlink text is descriptive and provides context to the reader about where they are going or what they are downloading (if linking to a document include document size and type).	N/A	Yes/No
Multiple spaces/lines/tabs are not used for layout.	N/A	Yes/No
Include a table of contents.	2.4.1	Yes/No

PDF documents

The checklist below maps Vision Australia Digital Access's techniques for Adobe XI Pro DC back to the PDF techniques for WCAG 2.1.

This can be used in addition to previous checklist to optimise the accessibility of PDFs.

Technique	PDF sufficient techniques	Checklist
Use correct tags for different types of content	- PDF6 - PDF9 - PDF20 - PDF21	Yes/No
Check and modify reading order	PDF3	Yes/No
Provide alt-text for informative images and identify decorative images	PDF1 PDF4	Yes/No
Update document title to display instead of the file name. (see document properties)	PDF18	Yes/No
Ensure bookmarks have exported properly.	PDF2	Yes/No
Specify page numbers.	PDF17	Yes/No
Define table headers cells.	PDF20	Yes/No

Thanks to Vision Australia – Digital Access team for allowing us to reuse the checklist content.

Additional Information

Useful links

For more information, you can visit the following websites:

- Vision Australia
- Word and PowerPoint Accessibility Evaluation Checklist
- Vision Australia - Colour Contrast Checker

- [The Digital Transformation Agency](#) for some useful guides and tools
- [Access iQ](#)

Where to go for training

If you want to learn more about designing and developing inclusive and accessible communication materials, the following organisations offer training:

- [Vision Australia](#)
- [Media Access Australia](#)
- [NSW Council for Intellectual Disability](#)