

Access Fact Sheets

on Council venues and Meeting Spaces



These fact sheets were created by Rural Access to assist Council staff and public in choosing an accessible meeting space for their needs.

Access audits were conducted by the Rural Access officer to ensure that at the time of development of this document the information captured was as accurate as possible.

Accessible features in this booklet does not ensure that those features are compliant to current Australian standards.

The symbols at the beginning of each venue are for quick reference and represent the following features of accessibility.



Accessible parking bay located in close proximity



Signed Accessible toilet located in the venue



Access from public transport (bus stop) located nearby



Hearing Loop located somewhere in the venue (most likely in Hall space)



Microphone or speaker facilities that can be used in conjunction with the FM unit from the Portland Library to assist hearing impaired individuals



FM unit (individual hearing augmentation) that can be hired from the Portland Library for meetings or events



Venues with this sticker displayed have designated areas for people to safely recharge their electric mobility scooter or wheelchair battery, free of charge

Portland Civic Hall



Address: 30 Bentinck Street, Portland | **Contact Details:** 03 5522 2200



Facilities:

- Large main Hall with raised stage with platform lift
- Separate Supper Room which can be hired on its own
- Kitchen with oven, refrigerator, Bain Marie, urn and microwave
- Limited number of crockery and cutlery available for additional cost

Number of people held: 640 people seated in concert style in the Main Hall

General Access Points:

- **Access to main entry:** Level Entry from footpath with ramp from grassed area (side door)
- **Access to interior:** Toilets, foyer, supper room and hall are on a level surface
Stage area is accessible by stairs and platform lift

Floor Surfaces: Level floor surface, Hard wood floors in Hall

Furniture (manoeuvrability):

- Large area for manoeuvrability of a wheelchair
- Standard Wheelchairs are able to fit under tables
- Table arrangements can be customised to include accessible spaces between chairs

Lighting: Good lighting throughout

Recharge Point: Yes

Portland Civic Hall

Hearing Augmentation:

- Hearing loop
- PA System
- Portable listening device available upon request

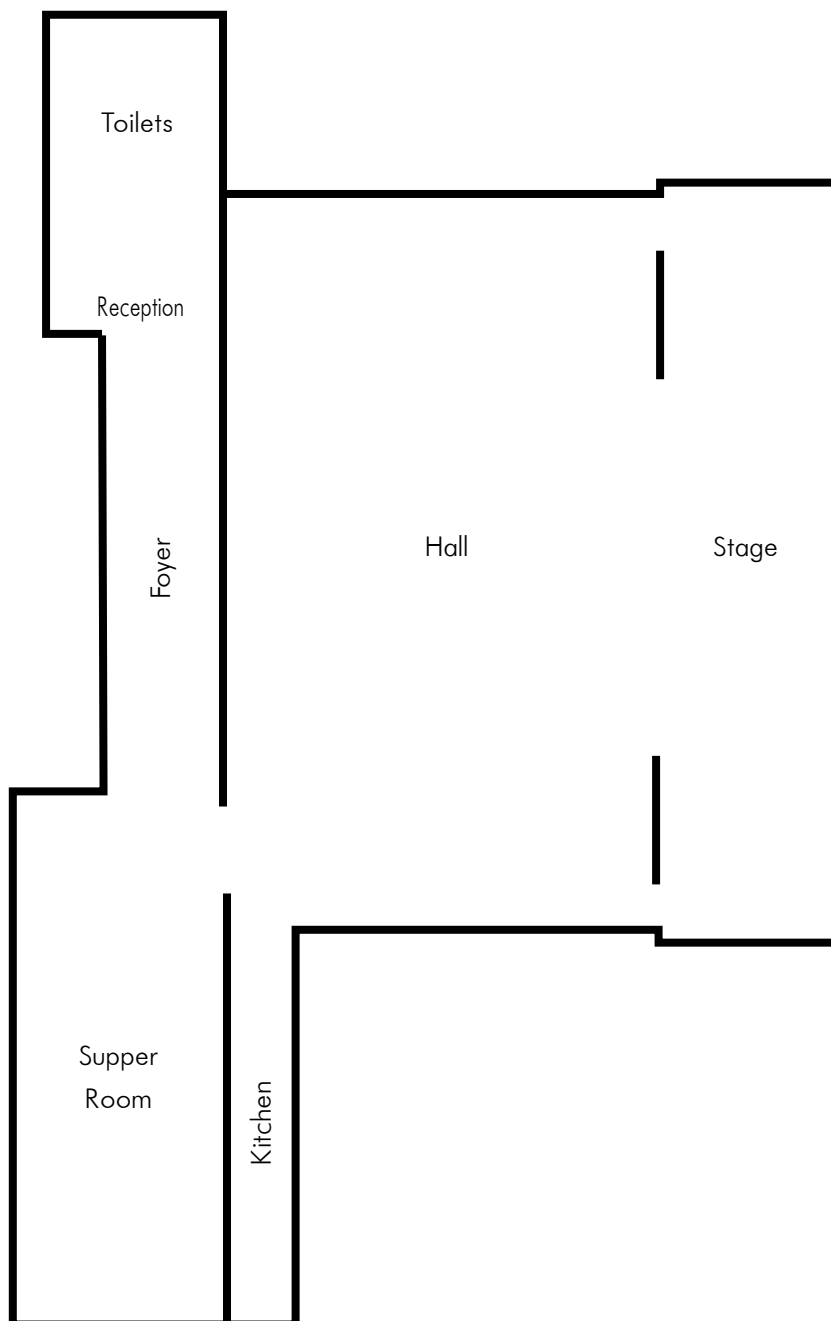
Parking: Accessible car parks are provided in Percy Street on street parking bays

Access by Public Transport:

Bus stop is located on Percy Street both out the front and across the road from the Civic Hall

Toilet Facilities:

- Accessible unisex toilet available at front entrance of hall (with braille signage)
- Baby changing table also included in accessible toilet



Portland Library

Discover IT Centre



Address: Bentinck Street, Portland | **Contact Details:** 03 5522 2381



Facilities:

Kitchenette
Whiteboard
Some audio visual equipment available.

Number of people held:

Training Room seats 12
Community Room seats 35 theatre style and 20 at tables,

General Access Points

- **Access to main entry:** Step free access through both main entrances with wide automatic doors
- **Access to interior:** Level access from foyer into building

Floor Surfaces: Low pile carpeting throughout

Furniture (manoeuvrability):

Relocatable tables and chairs in meeting room. Training room has computers positions around outside of room.

Lighting: Even lighting throughout with well-lit meeting spaces

Recharge Point: Yes

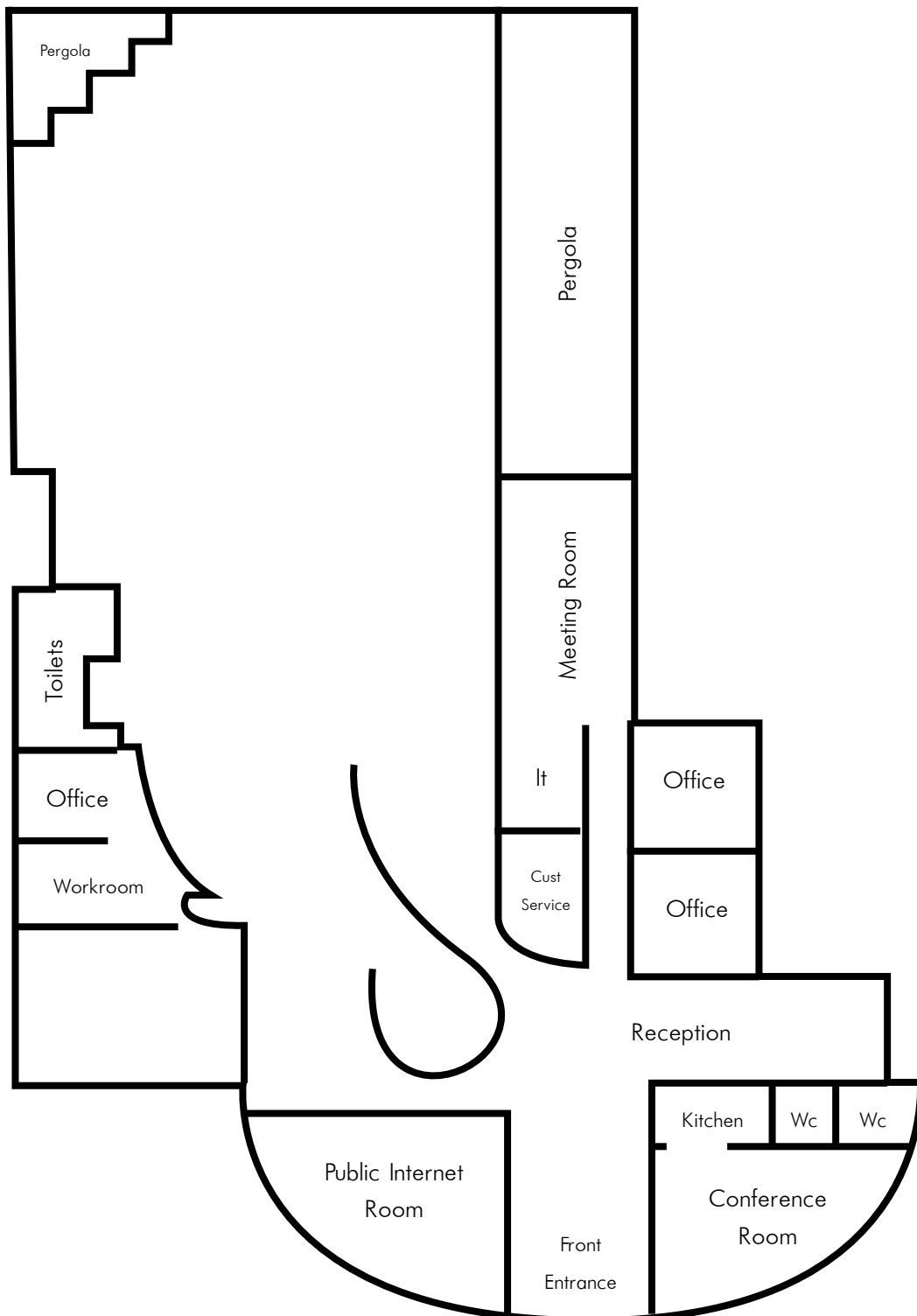
Portland Library Discover IT Centre

Hearing Augmentation: FM unit available for use/hire

Parking: Two accessible on street parking bays located at front of library

Access by Public Transport: Bus stop located at front of Civic Hall building (next to library)

Toilet Facilities: Two accessible toilets (with Braille signage) located inside entrance to library. Female toilet also contains a baby changing table.



Portland Arts Centre



Address: Cr Bentinck & Glenelg St Portland | **Contact Details:** 03 5522 2173



Facilities:

Kitchenette
Meeting Room
Auditorium

Number of people held: 140 in Auditorium

General Access Points

- **Access to main entry:** Step free ramped entrance additional to front step entrance
- **Access to interior:** Easy step free access throughout building with alternative access points to stage

Floor Surfaces: Transversal, slip free

Furniture (manoeuvrability): No fixed furniture in meeting rooms so can be relocated

Lighting: Even, bright lighting

Recharge Point: Yes

Hearing Augmentation: Yes, Hearing Loop in theatre

Parking: Accessible on street parking at front of building

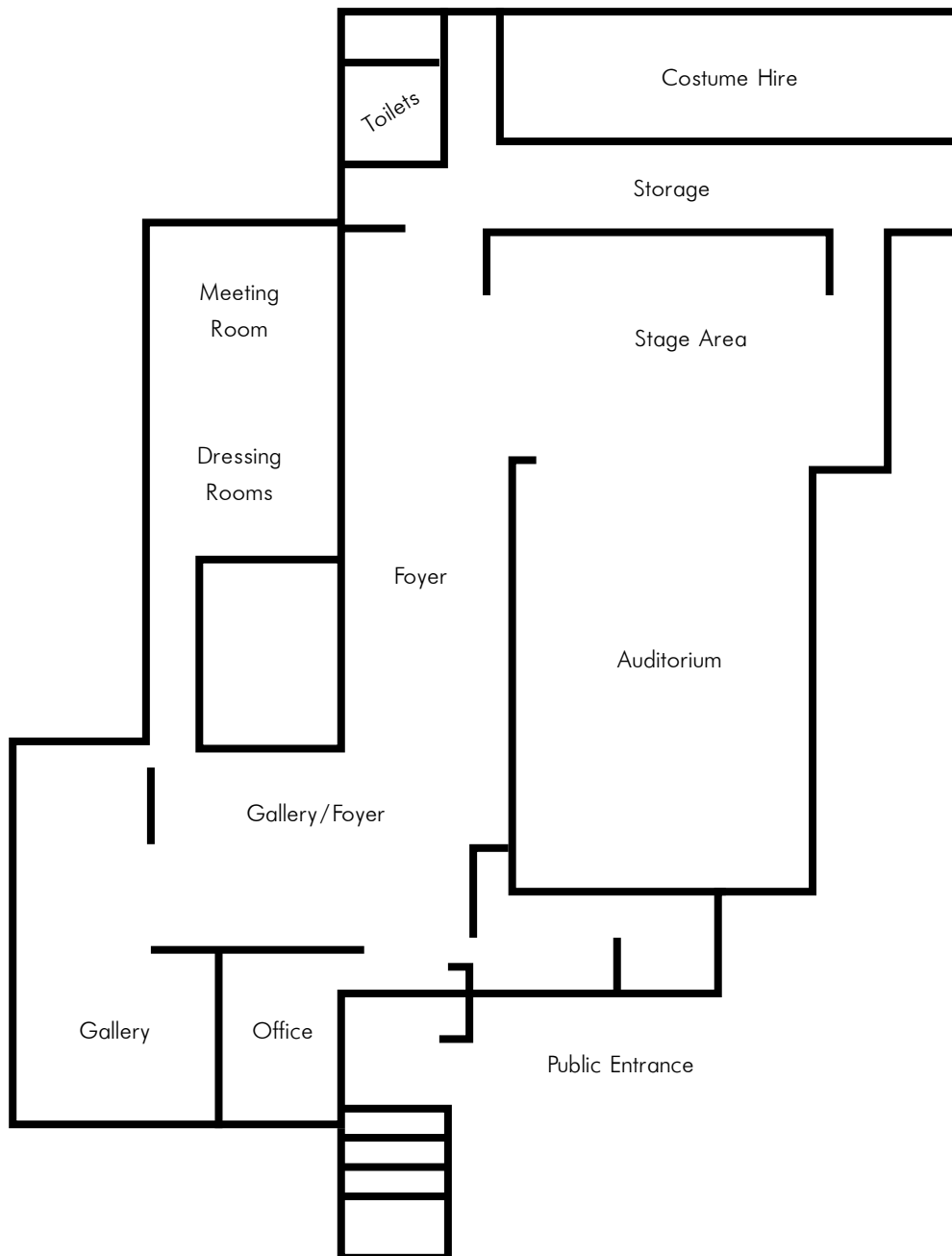
Portland Arts Centre

Access by Public Transport:

Bus stop nearby at front of Civic Hall on Bentinck St (100m from premises)

Toilet Facilities:

Toilet with accessible signage available at rear of building
(not visible from entrance so may need guiding)



Portland

Child and Family Complex



Address: 94 Julia St Portland | **Contact Details:** 03 5522 2211



Facilities:

- Kitchenette
- Community room
- Smaller meeting room
- Smart board

Number of people held: Community Room Capacity 35-50

General Access Points

- **Access to main entry:** Level entry from footpath with child gate at front entrance from carpark
- **Access to interior:** Level, step free entrance with automatic doors into building

Floor Surfaces: Carpeting throughout with mixture of carpeting and non-slip linoleum in community room

Furniture (manoeuvrability): All furniture in meeting room and community room is movable with backed chairs

Lighting: Even, bright lighting throughout

Recharge Point: Yes

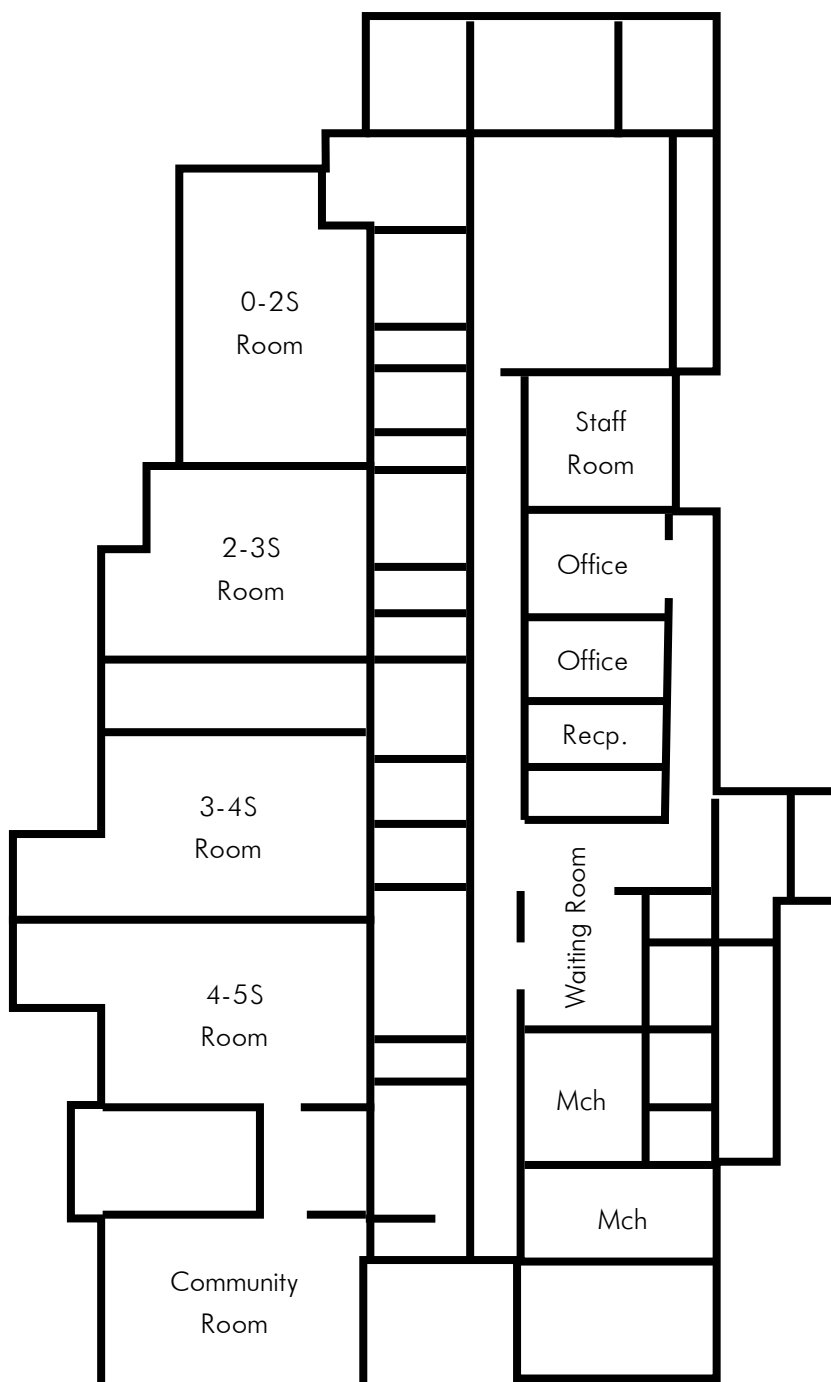
Hearing Augmentation: No

Portland Child and Family Complex

Parking: There are 2 off-street accessible parking bays located in the carpark at front entrance of venue

Access by Public Transport: Bus stop is located directly in front of building next door approx. 100m from entrance to venue following footpath

Toilet Facilities: Accessible toilet available, with baby changing table facilities included



Fawthrop Community Centre



Address: Hood Street, Portland | **Contact Details:** 03 5522 2200



Facilities:

Hall with slightly elevated stage
Kitchen

Number of people held: Seats 140 in concert style on 20 tables

*Contact Customer Service to check availability due to regular user groups

General Access Points

- **Access to main entry:** Clear access from street to building with TGSIs from footpath and carpark
- **Access to interior:** Automatic doors with wide, level access to all areas

Floor Surfaces: Transversable, slip free

Furniture (manoeuvrability): Moveable furniture in hall so can be customised. Large hall space with good manoeuvrability and ramp to stage area

Lighting: Bright, even lighting throughout building

Recharge Point: Yes

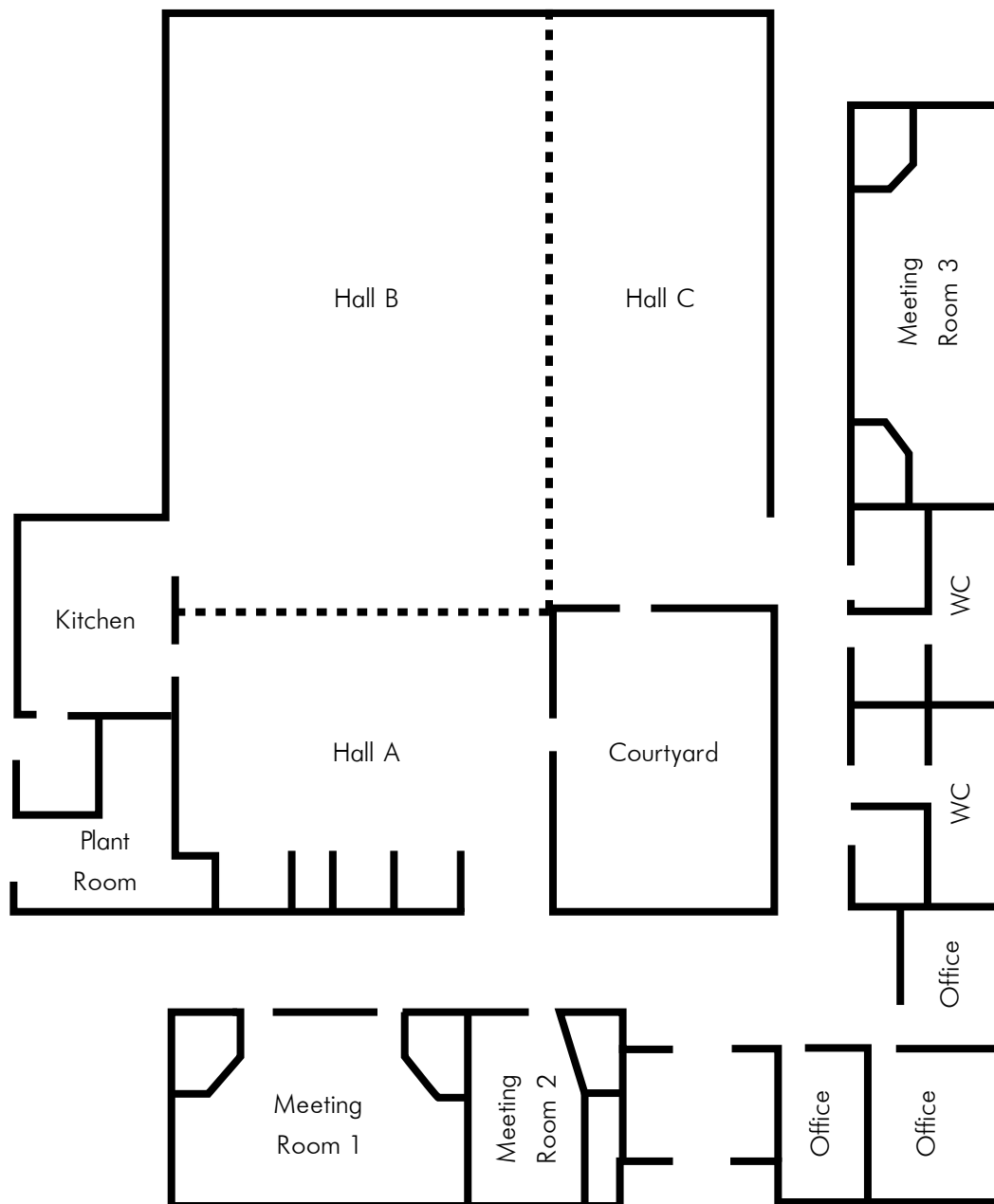
Hearing Augmentation: No but can hire from Library

Fawthrop Community Centre

Parking: Three accessible, off street parking bays located at front entrance

Access by Public Transport: Bus stop located nearby at corner of Hood and Bentinck St on Pool side

Toilet Facilities: Two accessible toilets located in foyer with appropriate signage, also contains showering facilities



Heywood Community Hall



Address: 18-20 Edgar St Heywood | **Contact Details:** GSC Heywood 03 5527 0666



Facilities:

- 20 trestle tables & 300 chairs
- Full Kitchen facilities - no crockery or cutlery
- Audio visual equipment available.

Number of people held: 300 people seated

General Access Points

- **Access to main entry:** Clear, level access from street to building entrance
 - **Access to interior:** Step free access to hall, supper room and kitchen
- No wheelchair access to stage

Floor Surfaces: Timber flooring in Hall Level, linoleum flooring in supper room and kitchen

Furniture (manoeuvrability): Movable tables and chairs to customise space

Lighting: Even, bright lighting throughout

Recharge Point: Yes

Hearing Augmentation:

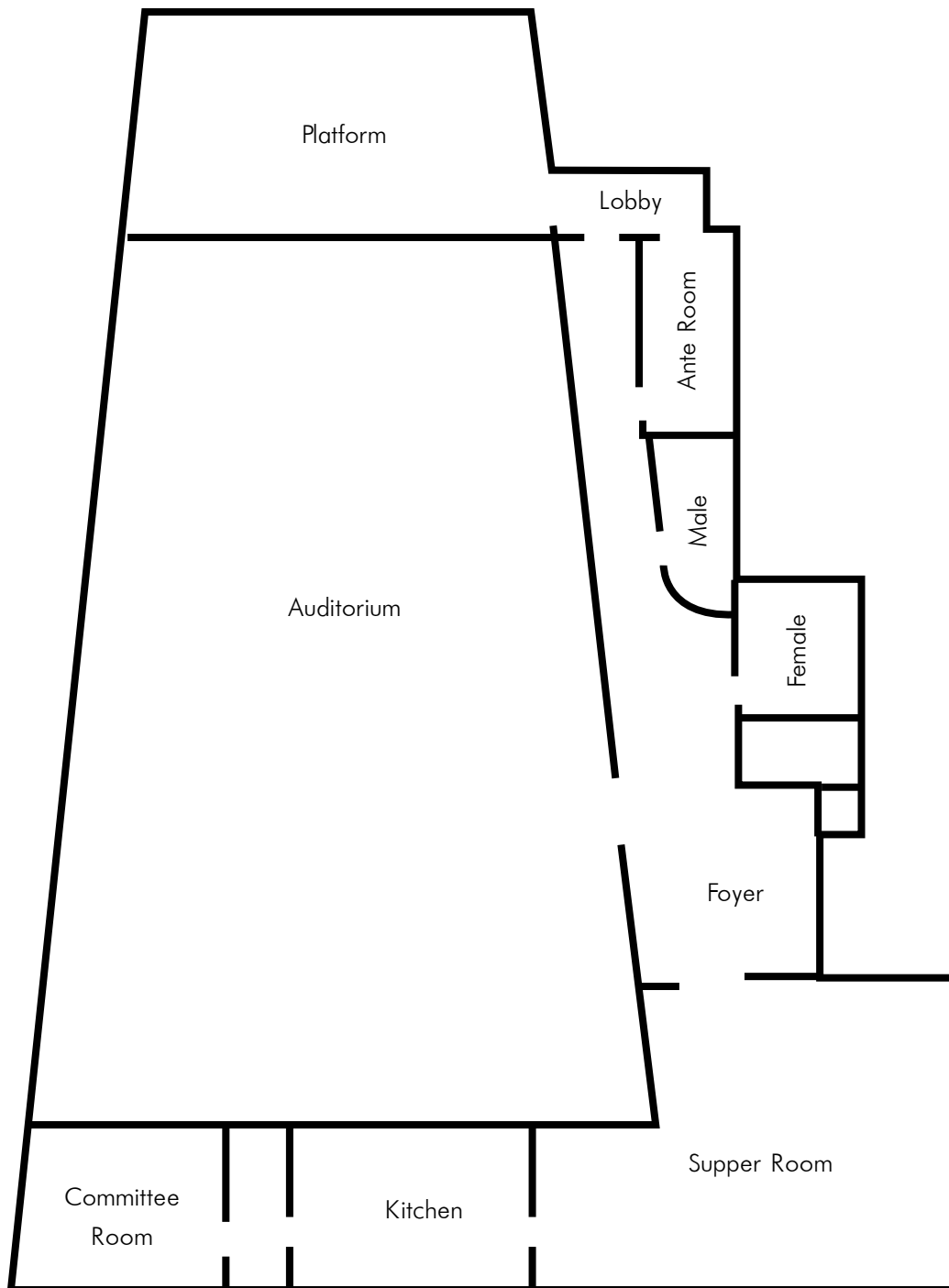
- Hearing loop in main hall
- PA system Can hire portable FM unit from library to amplify

Heywood Community Hall

Parking: Accessible car parks available at front of the Hall of Edgar St

Access by Public Transport: V/Line bus-stop across service lane at front of hall less than 50m

Toilet Facilities: Accessible toilet available in foyer



Heywood Senior Citizens



Address: Hunter Street, Heywood | **Contact Details:** GSC Heywood 03 5527 0666



Facilities:

Approx. 8 trestle tables

Full kitchen facilities Permission to be sought from Senior Citizens about the use of crockery & cutlery

Offices also available

Number of people held: Capacity - 100 people.

General Access Points

- **Access to main entry:** Level, paved footpath from street to entrance of building
- **Access to interior:** Level, step free entrance with large, easy open doors

Floor Surfaces: Non-slip

Furniture (manoeuvrability): Movable tables and chairs, with back and arm rests

Lighting: Even, bright lighting throughout

Recharge Point: Yes

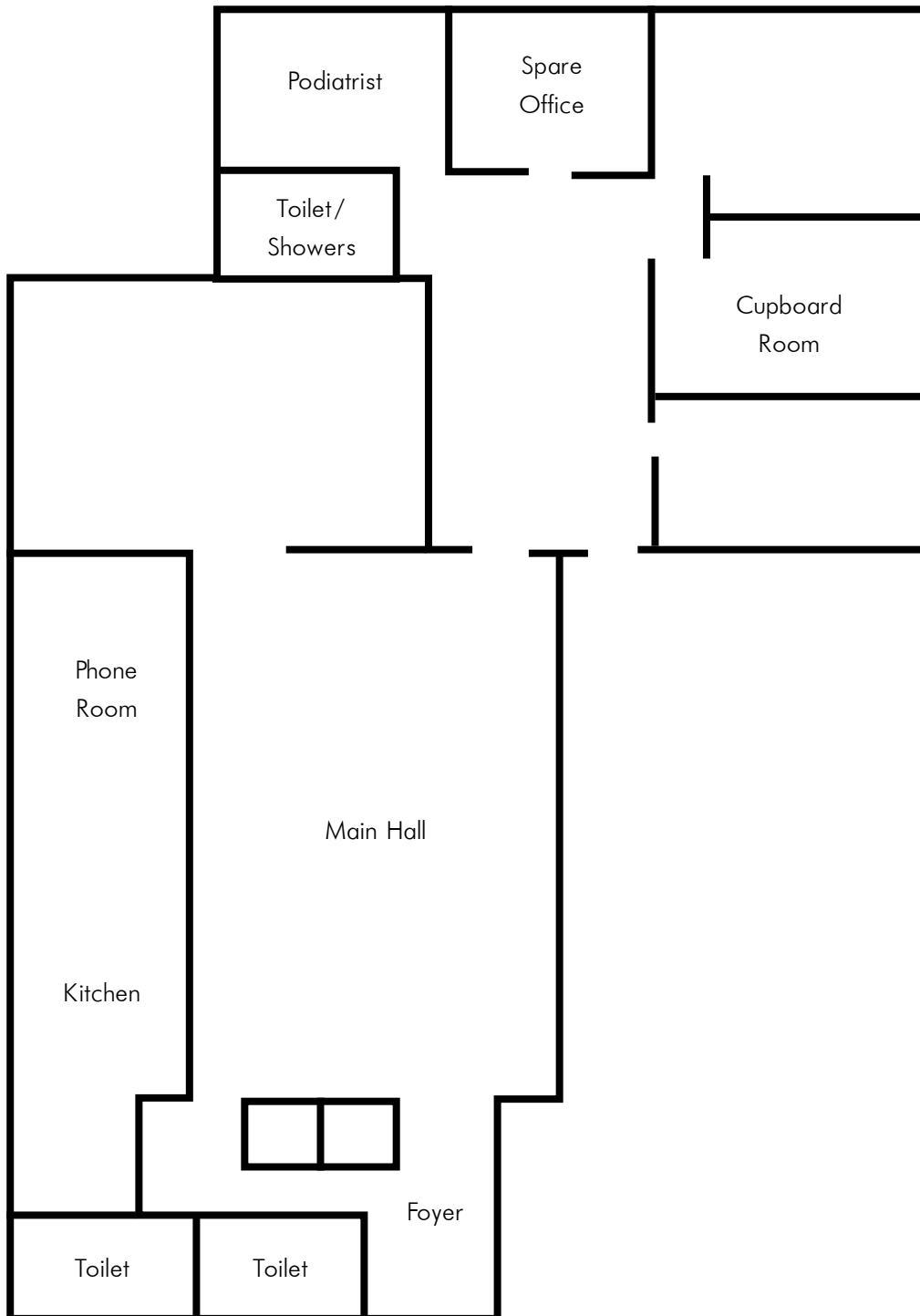
Hearing Augmentation: Microphone hooked into the speaker system
can hire portable FM unit from library to amplify this

Heywood Senior Citizens

Parking: No designated accessible parking bays - On-street parking available at front of venue - Some off street parking available at rear of venue

Access by Public Transport: V/line bus stop on Princes Hwy near Town Hall (not in immediate vicinity-450m)

Toilet Facilities: Accessible toilet available, with showering facilities



Heywood Community Room (Council Offices)



Address: 77 Edgar St Heywood | **Contact Details:** GSC Heywood 03 5527 0666



Facilities:

6 trestle tables and one long table seating 10.

Tea and coffee on request. Laptop, projector and screen can be hired.

Number of people held: Capacity - 50 people.

General Access Points

- **Access to main entry:** Short, ramped entrance from street
- **Access to interior:** Level access into building with automatic doors

Floor Surfaces: Low-pile carpeting

Furniture (manoeuvrability):

Movable tables and chairs in community room.

Chairs also placed in foyer and waiting area at customer service for convenience

Lighting: Even, bright lighting

Recharge Point: No

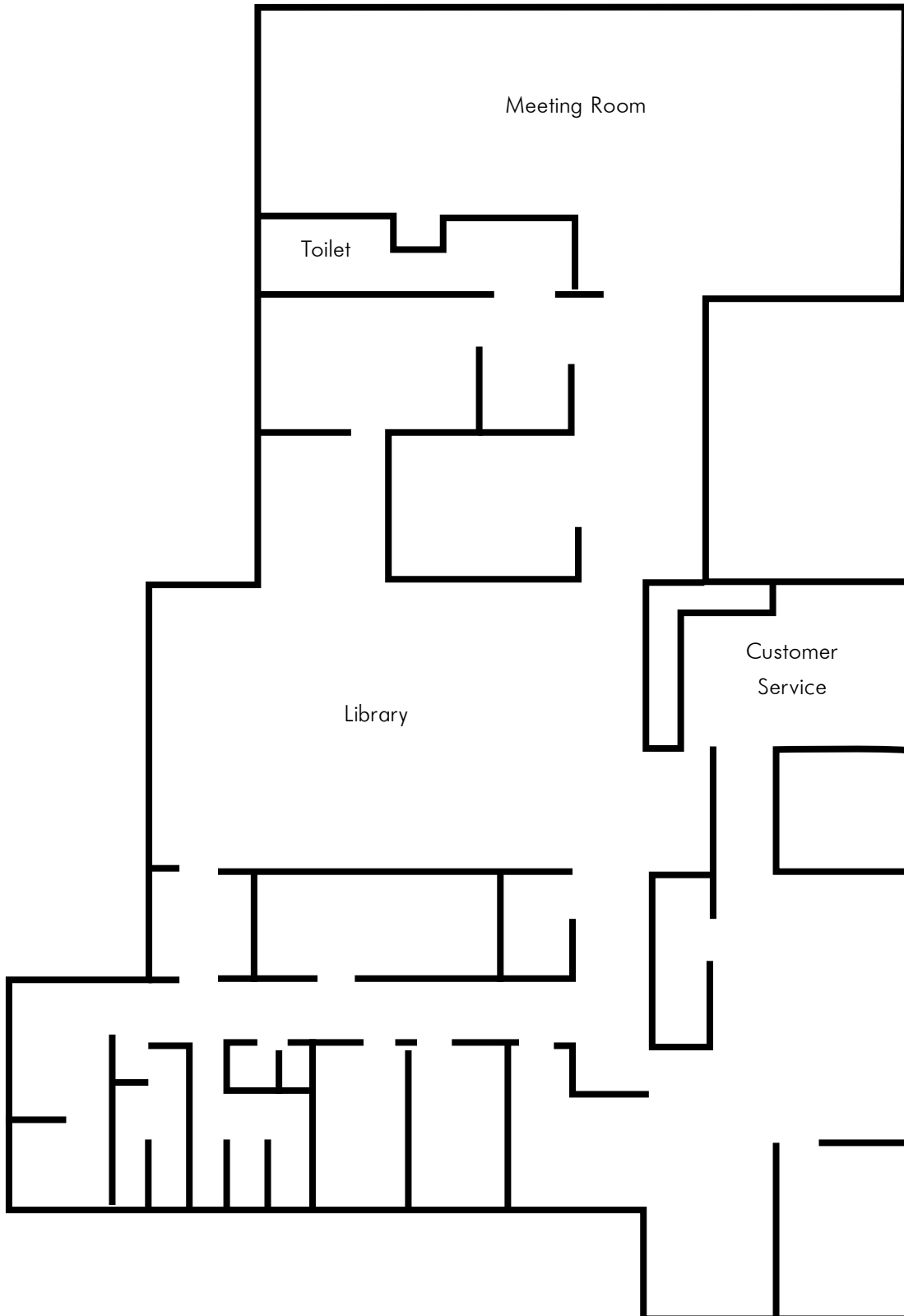
Hearing Augmentation: Not in room, can access microphone from Hall if needed and available

Heywood Community Room (Council Offices)

Parking: 2 Accessible parking bays at front of customer service building

Access by Public Transport: V/line bus stop located on Princes Hwy at front of Town Hall
(Not in immediate proximity-400m)

Toilet Facilities: Accessible toilet available, with baby changing table



Heywood Old School Building

Address: Edgar Street, Heywood | **Contact Details:** Recreation 03 5522 2346



Facilities:

Approx. 15 chairs
Small kitchen facilities.

Number of people held: Capacity - 50 people .

General Access Points

- **Access to main entry:** Gravel path from street and carpark at rear of building
- **Access to interior:** Small lip to interior, extra width for the entrance can be opened to gain access with mobility aid

Floor Surfaces: Low-pile carpet

Furniture (manoeuvrability): Movable tables and chairs

Lighting: Adequate lighting in meeting room, dimly lit hallway entrance

Recharge Point: No

Hearing Augmentation: No

Heywood Old School Building

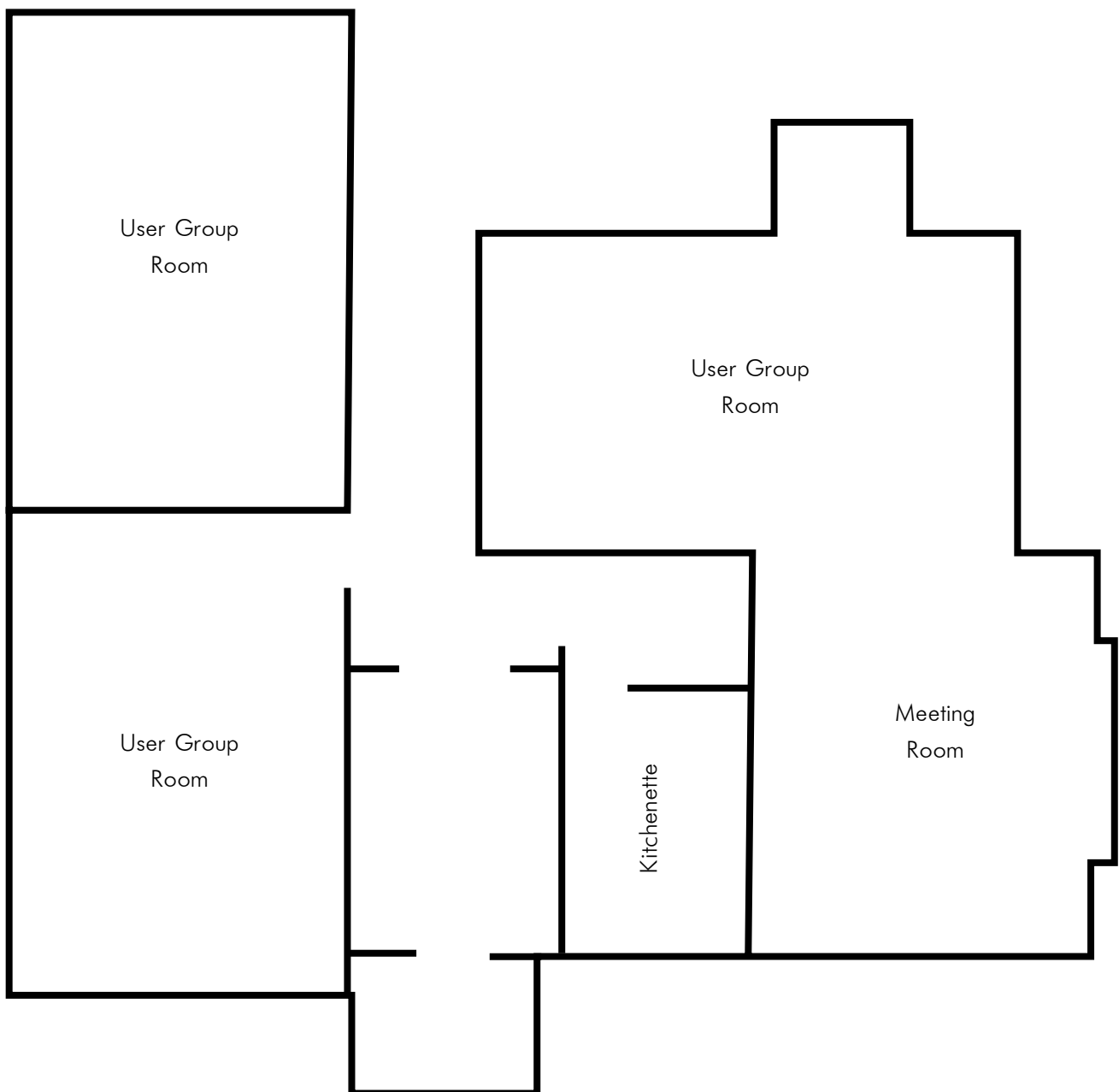
Parking:

Off street parking provided at side of building.
No accessible parking bay available at premises

Access by Public Transport:

V/line bus stop on Princes Hwy near Town Hall
(not in immediate vicinity- 300m)

Toilet Facilities: Standard Male/Female toilet available No accessible toilet located in venue Scott Street
accessible toilet approx. 130m form venue via footpath



Casterton Senior Citizens



Address: Clarke Street, Casterton | **Contact Details:** GSC Casterton 03 5554 2444



Facilities:

Small kitchen available

7 Tables & approx 70 Chairs available.

Number of people held: Capacity - 80 people seated.

General Access Points

- **Access to main entry:** Ramped access-way with TGSIs from carpark to entry
- **Access to interior:** Level entry inside with double outward opening doors

Floor Surfaces: Level, carpeted flooring in rooms and hall non-slip linoleum flooring in kitchen

Furniture (manoeuvrability): All tables and chairs are movable

Lighting: Even

Recharge Point: No

Hearing Augmentation:

Microphone PA system Can hire portable FM unit from library to amplify this

Parking: Accessible off-street parking bays located at front entrance in venue carpark

Casterton Senior Citizens

Access by Public Transport:

Casterton V/line bus stop located in McKinlay St (not in immediate vicinity)

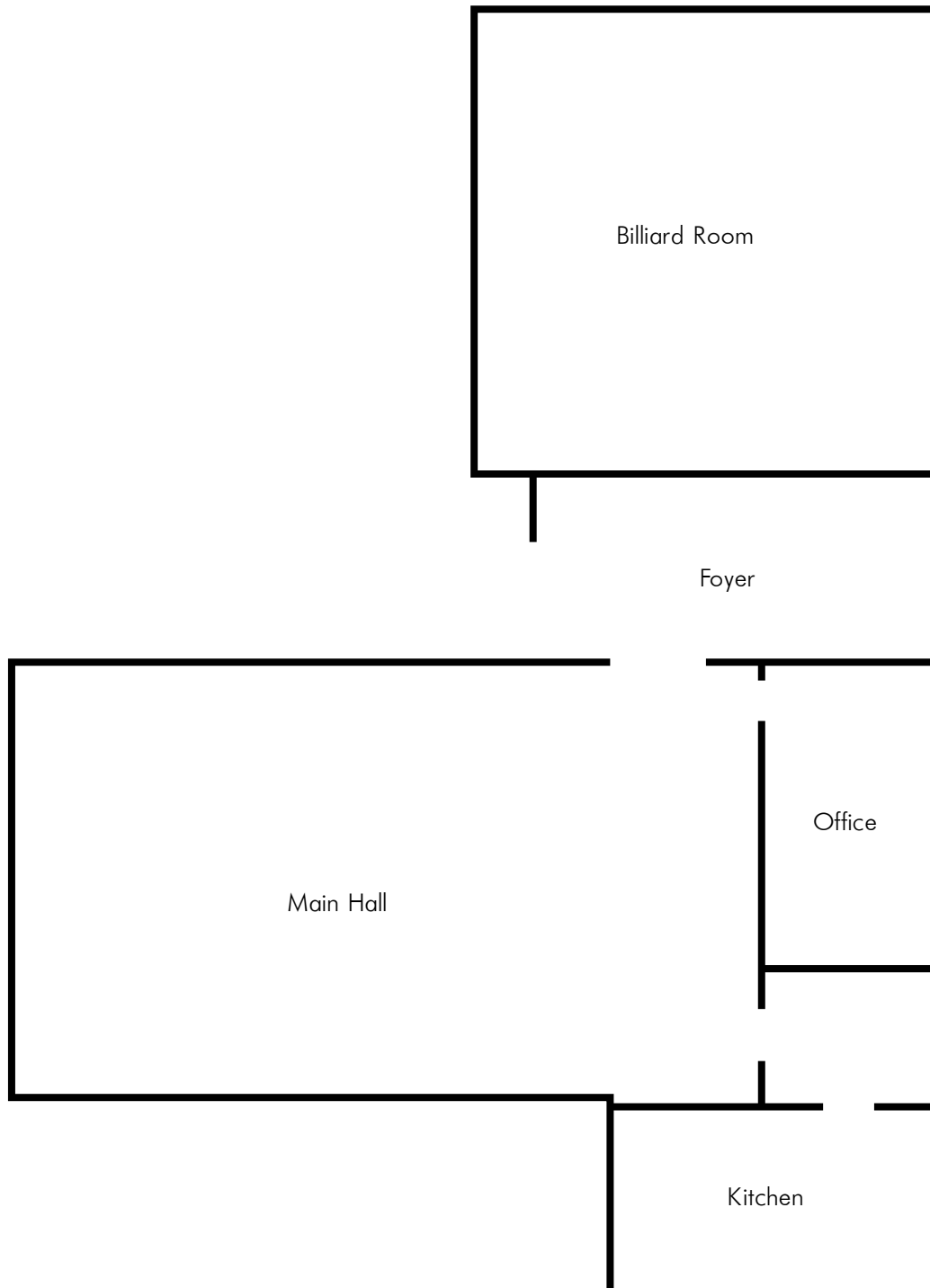
Other community transport may possibly be organised through local organisations

Toilet Facilities:

Standard Male/Female toilets included inside building

No signed accessible toilets available in venue

Clarke Street amenities approx. 150m from venue



Casterton Town Hall



Address: 67 Henty Street, Casterton | **Contact Details:** GSC Casterton 03 5554 2444



Separate Areas:

- **Presidents Room** - Meeting Room with large table seating 10 -12. Small kitchen in the same room with urn & fridge.
- **Chambers Supper Room** - Large meeting room seating approx 70. Can use Presidents Room kitchen. Seats approx. 150. Crockery and cutlery available from downstairs kitchen. Audio visual equipment available for hire.

Facilities: Venue has 20 Trestle tables and 200 chairs, available for cabaret style function. Full kitchen facilities available. Audio visual equipment available.

Number of people held: Main hall seats 270 concert style. Downstairs standing room 558. Balcony holds 182 seated.

General Access Points

- **Access to main entry:** Ramped entrance from footpath
- **Access to interior:** Level entry inside with automatic doors when venue is open

Floor Surfaces: Mixture of carpet and timber flooring

Furniture (manoeuvrability): Most furniture is movable with exception of balcony area

Lighting: Well-lit meeting spaces

Casterton Town Hall

Recharge Point: Yes

Hearing Augmentation: Hearing loop PA system

Parking: Accessible on-street parking bay at front of venue

Access by Public Transport:

Casterton V/line bus stop located in McKinlay St 350m from premises

Other community transport may possibly be organised through local organisations

Toilet Facilities: Accessible toilet located in standard toilet facilities - external door is not signed

Elevator is available to reach 2nd level. Follow the accessible signage once inside the venue to find this.

