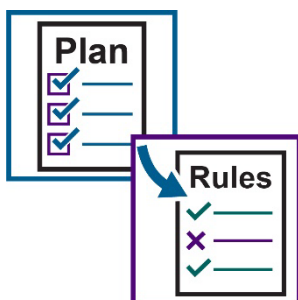# Universal design

Our policy

Easy Read version

How to use this policy

A **policy** is:

- a plan for how we should do things

- where rules come from.

The Victorian Government wrote this policy. When you see the word 'we', it means the Victorian Government.

We wrote this policy in an easy to read way.

We use pictures to explain some ideas.
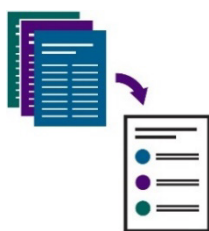
Bold

Not bold

We have written some words in **bold**.

This means the letters are thicker and darker.

We explain what these words mean.
There is a list of these words on page xx.

This Easy Read policy is a summary of another policy. This means it only includes the most important ideas.

You can find the other policy on our website at
www.statedisabilityplan.vic.gov.au

You can ask for help to read this policy.
A friend, family member or support person
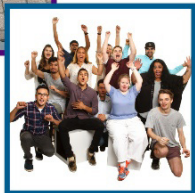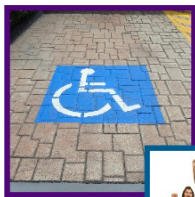may be able to help you.

What's in this policy?

What is universal design?

When something is **accessible**, everyone can use it.

We use universal design to make things that:

- are accessible

- can be used by as many people as possible.
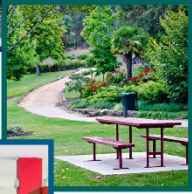
This includes people:

- with disability

- of all ages

- from different backgrounds.

You can use universal design for:

- buildings

- parks

- public places.
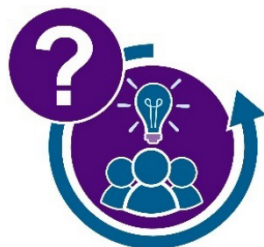
You can also use universal design for:

- services

- equipment.

What is this policy about?

This policy explains how we will use universal design in all our work.

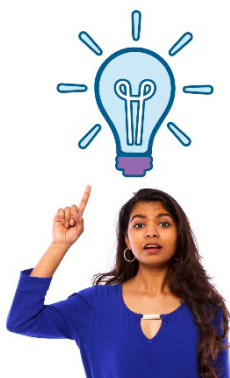We want everyone to understand how universal design should work in Victoria.

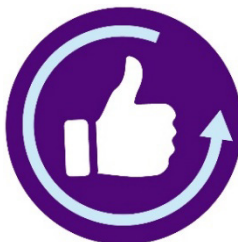Our policy also supports other government rules about universal design.

Universal design principles

7

We have 7 universal design **principles**.

Principles are important ideas that make sure universal design works well.

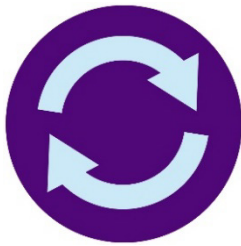**Universal design must be useful for people with different abilities.**

When we design something it must be the same for everyone, or as similar as it can be.
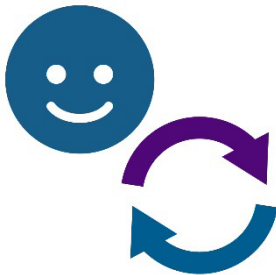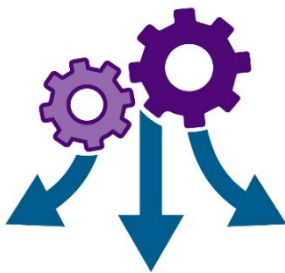
No one should:

- be treated differently

- feel bad about using it.

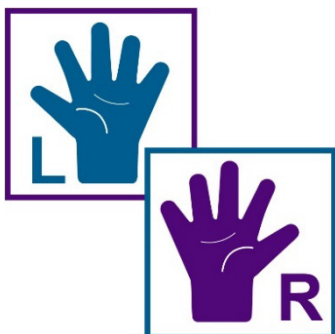**Universal design must be flexible.**

When something is **flexible**, it is easy to change.

When we design something, people must be able to choose how to use it.

It shouldn't just work in one way.

For example, it might work well for people who use their:

- left hand

- right hand.

Universal design must be simple to use.

When we design something, there shouldn't be any parts that are hard to:

- understand

- use.

It should work well for people no matter how well they:

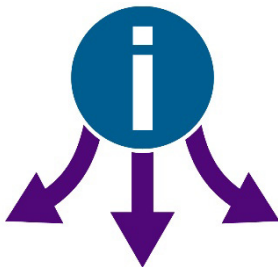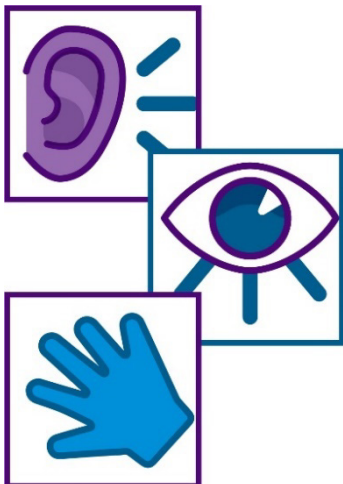- understand how it works

- can focus and pay attention

- read

- understand English.

Universal design must explain how people can use it.

This includes explaining it in different ways.

This might include how people can:

- hear

- see

- touch.

Information should be easy to:

- find

- understand.

Universal design must try to keep people who use it safe from any risks.

This includes telling people about risks before they use it.

Parts of the design might also stop risks before they happen.

Universal design shouldn't need people to move a lot to use it.

For example, you shouldn't need to:

- reach or turn a lot

- use a lot of effort

- do something over and over again.

Universal design must include enough space.

This includes when you:

- go near it

- use it.

You should be able to:

- see important parts

- reach them.

This includes people who are:

- standing

- sitting.

There should also be enough space for any equipment you use.

Using universal design in our projects

You can use universal design at any stage of a project.

This includes:

- while you are planning your project
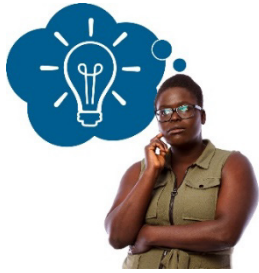
- when you have started.

We want everyone who works with us to think about how to use universal design in their projects.

This includes:

- all parts of the Victorian Government

- organisations we work with.

We want them to use universal design when they:

- plan a new project

- choose people or organisations to work with

- design a new place or service

- work out if a project went well.

The people we work with can choose how to use universal design in their project.

They might ask the community to:
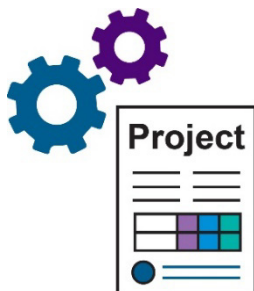

- test the project

- help design the project.

They might use universal design principles when they:

- choose people or organisations to work with

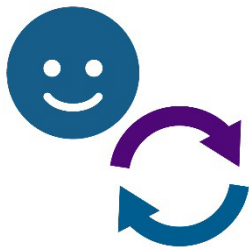

- plan how their project will work.

Word list

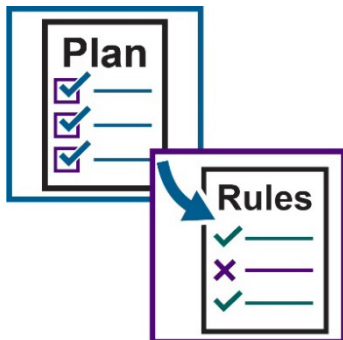This list explains what the **bold** words in this document mean.

Accessible

When something is accessible, everyone can use it.

Flexible

When something is flexible, it is easy to change.

Policy

A policy is:

- a plan for how we should do things

- where rules come from.

Principles

Principles are important ideas that make sure universal design works well.

Contact us

1300 880 043

If you are deaf, or have a hearing or speech impairment, you can call the National Relay Service.

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www.statedisabilityplan.vic.gov.au

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