



# **BUSINESS PAPER**

Notice is hereby given in accordance with the *Local Government Act 1993* and *Local Government (General) Regulation 2005* of the below mentioned meeting.

## **Disability Access and Inclusion Advisory Committee Meeting**

**Wednesday, 15 June 2022**

**Commencing at 10:00AM**

**Shellharbour Civic Centre  
Ground Floor Training Room**

# **AGENDA**

<b>1. Acknowledgement to Country .....</b>	<b>3</b>
<b>2. Apologies/Leave of Absence .....</b>	<b>3</b>
<b>3. Confirmation of Minutes .....</b>	<b>3</b>
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**1. Acknowledgement to Country**

Shellharbour City Council acknowledges the Traditional Custodians of the Dharawal Country and recognise their continued connection to the land we meet on today. We pay our respects to Elders past, present and emerging and the contribution they make to the life of this city and this region and extend our recognition to their descendants who continue to live on country.

**2. Apologies/Leave of Absence****3. Confirmation of Minutes****3.1 Disability Access and Inclusion Advisory Committee 9 March 2022**

That the Minutes of the Disability Access and Inclusion Advisory Committee Meeting held on 9 March 2022 as circulated be taken as read and confirmed as a correct record of proceedings.

**4. Disclosures of Interest****5. Presentations****5.1 Shellharbour Coastal Management Plan – Stage 1 Scoping Study**

A presentation on the Scoping Study for the Shellharbour Coastal Management Plan will be given by Chris Adamantidis from Advisian.

## 6. Staff Reports

### 6.1 Australian Network on Disability's Access and Inclusion Index (11884636)

The purpose of this report is to advise the Committee that Council has endorsed participation in the Australian Network on Disability's Access and Inclusion Index program.

At the Ordinary Council Meeting of 22 March 2022, Council resolved:

*That Council endorse participation and benchmarking of Council's access and inclusion performance against the Australian Network on Disability's Access and Inclusion Index.*

The Access and Inclusion Index (All) is an evidenced based suite of online tools for registered Australian organisations to use to understand, assess, benchmark and improve their confidence to meet the needs of their customers and employees with disability.

The Index helps organisations to review their policies, procedures and practices to see how they are progressing in being accessible and inclusive for people with a disability, and how to find out how to improve and plan for the next steps they can take.

Stage one of the process is scheduled to take place between May and December 2022 and involves completing a Comprehensive Self-Assessment (CSA) on the accessibility and inclusiveness of Council's performance against 10 key areas. The CSA will help Council better understand its areas of strength and opportunities for improvement.

The 10 key areas are:

Key Area	Explanation
<b>Commitment</b>	We commit to best practice on access and inclusion for people with disability as employees, customers and stakeholders.
<b>Premises</b>	Our premises are accessible to people with disability and whenever necessary we adjust for individuals.
<b>Workplace Adjustments</b>	We anticipate the needs of people with disability and have a robust process for making any adjustments which might be needed by individuals.
<b>Communication and Marketing</b>	Our communication and marketing channels are accessible to people with disability and whenever necessary we make reasonable adjustments for individuals.

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<b>Products and Services</b>	We value people with disability as customers, clients and service users and address their needs when developing and delivering our products and services.
<b>Information Communication Technology (ICT)</b>	Our ICT is accessible and usable by people with disability, and we also make reasonable adjustments for individuals.
<b>Recruitment and Selection</b>	We attract and recruit people with disability, which gives us access to the widest talent pool at every level.
<b>Career Development</b>	We value all our employees, including those who experience disability, and are committed to their retention and development.
<b>Suppliers and Partners</b>	We expect our suppliers and corporate partners to reflect and enable our commitment to best practice.
<b>Innovation</b>	We pride ourselves on our innovative practices and continually strive to do better.

The completion of the CSA and the benchmarking of our access and inclusion performance will help inform many of Council's strategies including the Disability Access and Inclusion Plan, Age Friendly Strategy and Diversity and Inclusion Strategy.

**Recommendation:**

**That the Disability Access and Inclusion Advisory Committee receive and note the report.**

**Report prepared by:** Narelle Williams, Community Development Officer – Access and Participation

**Responsible Manager:** Bonnie Hittmann, Manager Community Life

**Date of Meeting:** 15 June 2022

**6.2 Communication Boards for Council Play Spaces (11884637)**

The purpose of this report is to advise the Committee that Council will start installing communication boards at play spaces across the City.

Communication boards are a visual way of representing speech. They let people with disability express their needs and communicate using pictures. The Communication Board (**Attachment 1** – Shellharbour City Council Communication Board) has been developed with the assistance of Lifestart and Peterborough School - Lifestart is an Early Childhood provider delivering the National Disability Insurance Scheme's Early Childhood Early Intervention program and Peterborough is a local special needs school catering to kindergarten through to year 12.

The first communication board will be installed at the Village Green play space in Flinders. The Board will reflect the equipment and experiences available at that play space. Over time, communication boards will be installed at other play spaces across the City using imagery that will reflect the equipment and experiences available at that particular play space.

The installation of communication boards at Council play spaces meet many of the focus areas in the Disability Access and Inclusion Plan particularly Focus Area 1: Developing positive community attitudes and behaviours and Focus Area 4: Improving access to services through better systems and practices.

**Recommendation:**

**That the Disability Access and Inclusion Advisory Committee receive and note the report.**

**Report prepared by:** Narelle Williams, Community Development Officer – Access and Participation

**Responsible Manager:** Bonnie Hittmann, Manager Community Life

**Date of Meeting:** 15 June 2022

**Attachment**

1. Shellharbour City Council Communication Board

## Attachment 1. Shellharbour City Council Communication Board

# Communication Board

A communication board uses pictures to help people understand what is said to them and get their message across.

**How to use it:**

- Speak to your child in simple sentences and point to a picture at the same time. Point to 2 or more pictures to say a simple phrase. E.g. 'You' + 'want' + 'swing'.
- Ask your child questions, comment on what they are doing, or say what you want them to do while pointing to the relevant picture.
- You can also use your face, hands and body to help others understand what you are saying. E.g. waving hello with a smile on your face.

I	my	you	who	what	up	down	happy	sad	fast	slow
we	my turn	your turn	where	when	on	off	hot	cold	noisy	hurt
stop	go	like	don't like	push	climb	sit	slide	swing	basket	toilet
want	help	eat	drink	come	wait	finish	net	see-saw	tower	home

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## 7. General Business

## 8. Next Meeting