

Social Story™

City of Mandurah's
Access and Inclusion
Advisory Group





Guidelines

A Social Story™ uses storytelling techniques to explain new experiences and environments. Anyone who is nervous when attending a place or event for the first time may benefit from access to a social story.

We recommend you follow these guidelines.

- Read the social story preferably two weeks in advance of visit.
- If reading to someone, help the person to understand key points.
- Once the visit has taken place, re-read the social story to celebrate achievements.



This Social Story™ has been written to assist people to prepare to attend a City of Mandurah's Access and Inclusion Advisory Group meeting.

It is also a handy guide to understand what happens during these meetings.



I can read this story before attending an Access and Inclusion Advisory Group meeting.

I am going to an Access and Inclusion Advisory Group meeting.



Access and Inclusion Advisory Group is shortened to AIAG.

Members of the AIAG help the City of Mandurah by providing advice and assistance regarding matters relating to:

- Strategies identified in the City's Access and Inclusion Plan
- Actions detailed in the Access and Inclusion Implementation Plan
- Access and inclusion issues within the boundaries of the City of Mandurah



I will get the meeting agenda by email at least one week before the meeting. If I would prefer a printed agenda, I can ask for a paper copy instead.

A meeting agenda is like a plan for the meeting. It gives an overview of what topics will be discussed, who will be speaking and any documents we might need to read before the meeting.



If I need help understanding the meeting agenda, a City of Mandurah staff member will meet with me before the meeting to go through it.

I can choose to do this by either phone, online, or face-to-face.

This might help me understand what will be discussed during the meeting.



If I need help to attend the meeting, I can bring my own support person with me.



The meetings are held every two months, usually the first Tuesday of the month at 10am to 12pm.

The meetings are usually held at the Seashells Mandurah in the Conference Room.



There is one ACROD parking bay out the front of the venue.

There are other parking bays next to the venue and across the road.



There is a hill to walk or wheel up from the car park area to the entrance of the venue.

If I need help I can arrange for someone to assist me by speaking with someone from the City of Mandurah prior to the meeting.

I can also call the reception staff at Seashells Mandurah to ask for assistance. The phone number is 9550 3000.



When I enter the venue the front reception area has an information desk.

I can ask for directions here, or I can move ahead to enter the conference room.



The conference room will be set-up with tables and chairs.

I can choose to sit wherever I like.

I can ask for help if I need to move chairs.

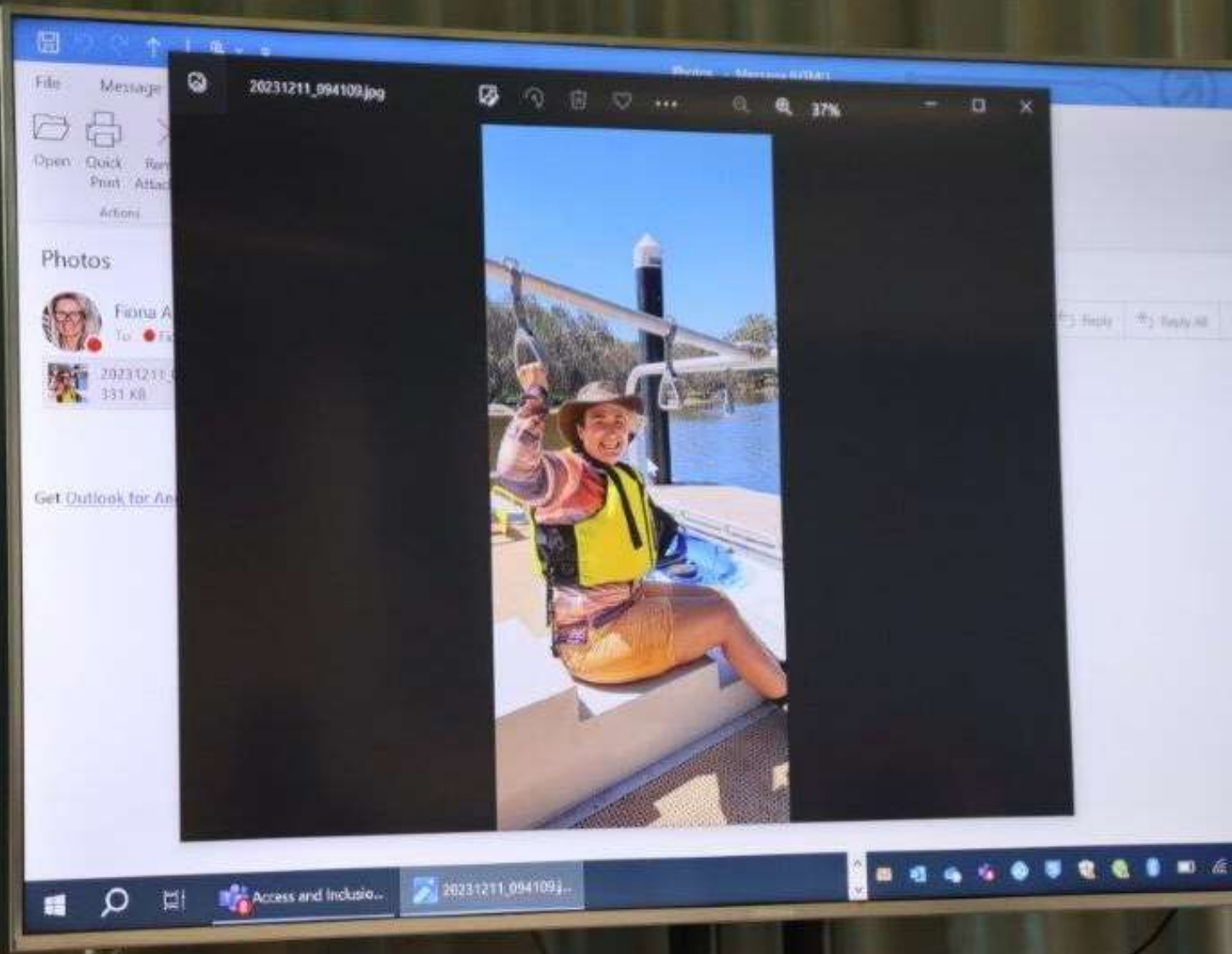


The meeting starts at 10am but I can arrive anytime from 9.45am.

There is a coffee machine. I can have a cup of coffee, hot chocolate or tea if I want to.

Someone will help me if I need assistance.

There will also be cold water available.



There will be a screen with information on it about the meeting.



I will also get a paper copy of the documents I need for the meeting.



There will be mindful colouring sheets and pencils that I can use throughout the meeting.



I can use the fidget tools available at the meeting to help myself feel calm.



If I feel like I need a quick break during the meeting, I can find quiet spaces outside the conference room.

I might take deep breaths and return to the conference room when I am ready.



There will be morning tea provided at the meeting for everyone to share. Usually there is fruit and cake.

I don't have to eat the food if I don't want to.



There is a male, a female, and a universal accessible toilet next to the conference room.

I can get up from the meeting at anytime to use the toilets.



Sometimes, people might come to AIAG meetings to talk about new projects the City is working on.

I will try to listen to what they are saying.

They might ask for feedback or any questions on what has been presented.

Feedback is like giving advice to help make things better.

Questions might help me understand what has been discussed better.



I can ask questions during the AIAG meeting. Other people may also want to ask questions.

I will try to wait my turn.

Waiting my turn is the fair thing to do.



Sometimes, I might be asked to talk in a small group.

This is a way for AIAG members to share ideas and work together to make projects better for people with disability.

If I prefer, I can write or draw my ideas on paper.



If I can't make it to a meeting, I will tell the City of Mandurah.

Attending the AIAG meetings is important because it ensures that City projects receive input from both people with disability and people working in the disability and community sectors.

The Terms of Reference (Meeting Rules) say that I should go to at least four meetings in a calendar year.



Sometimes, AIAG members might get invited to visit places like parks and community buildings to give feedback on how accessible the design is for people with disability.

These site visits are separate from the regular AIAG meetings. It's okay if I can't make it to the site visits.



I can find out more information about the AIAG by checking the City of Mandurah website here:

<https://www.mandurah.wa.gov.au/community/programs-and-activities/access-and-inclusion/access-and-inclusion-advisory-group>

Contact

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Mandurah.wa.gov.au

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If you need help to speak or listen on the phone you can use the National Relay Service on 1300 555 727

For more information visit: relayservice.gov.au



Scan code for more information about access and inclusion at the City of Mandurah.

