

### 5.0 Encouraging participation for all community members

*Ideas for engaging with diverse groups.*

Target Group	Consider
Children	<ul style="list-style-type: none"> <li>• Use clear and simple language</li> <li>• Avoid potentially intimidating techniques and venues</li> <li>• Inform young people about what Council does</li> <li>• Emphasise informality</li> </ul>
Youth	<ul style="list-style-type: none"> <li>• Consider incentives</li> <li>• Choose venues accessible to public transport</li> <li>• Emphasise informality</li> <li>• Utilise existing relationships (eg. Youth Centre)</li> </ul>
Women	<ul style="list-style-type: none"> <li>• Conduct activities at a time that considers work and family responsibilities</li> <li>• Consider child care needs</li> <li>• Decide on venues perceived to be safe</li> </ul>
Older people	<ul style="list-style-type: none"> <li>• Use large print</li> <li>• Choose accessible venues Consider transport options</li> <li>• Utilise existing relationships (e.g. HACC)</li> </ul>
People with a disability	<ul style="list-style-type: none"> <li>• Use clear and simple language</li> <li>• Avoid activates that require long periods of concentration Encourage participants to bring support person</li> <li>• Consider information format (large print, black text, Arial font preferred, do not underline words, reading out information) - magnifiers can be useful</li> </ul> <p><b>Vision impaired</b></p> <ul style="list-style-type: none"> <li>• Ensure adequate lighting - minimise glare</li> <li>• Colour consideration - black text on white for documents, use plain paper not patterned.</li> <li>• Gain attention first Be on the same level</li> </ul>

# 5.0 Encouraging participation for all

## Guide

	<b>Hearing impaired</b> <ul style="list-style-type: none"><li>• Have clear lighting on the speaker's face Avoid background noise whenever possible Speak slowly and clearly but don't shout Use simple language</li><li>• Be understanding</li><li>• Repeat and rephrase as required</li></ul>
<b>Aboriginal and Torres Strait Islanders</b>	<ul style="list-style-type: none"><li>• Invite and encourage involvement of respected elder Organise suitable venue</li><li>• Aboriginal cultural awareness training for all council employees and councillors provides the opportunity</li><li>• to understand issues of importance, clarify myths and adjust council policies and procedures as required.</li><li>• Council written material needs to be simple, concise, unambiguous and free from jargon and acronyms</li><li>• Utilise existing relationships (e.g. Aboriginal Liaison Officer)</li></ul>
<b>Culturally Diverse Community</b>	<ul style="list-style-type: none"><li>• Use clear and simple language</li><li>• Consider use of interpreters</li><li>• Translate printed material</li><li>• Avoid techniques that do not consider cultural difference Invite respected community leader</li><li>• Consider dietary requirements</li></ul>
<b>Working Families</b>	<ul style="list-style-type: none"><li>• Consider timing (e.g. Before or after school hours) Child care</li><li>• School newsletters</li></ul>

The source for this guide is the Shellharbour Community Participation Plan.