

Role Description

Role Title: Group Member

Group: Disability Inclusion and Access Advisory Group (DIAAG)

About Port Stephens Council

Port Stephens Council is the local governing body for the Port Stephens area in New South Wales, Australia. It is dedicated to delivering a wide array of services to its community, focusing on engagement, environmental conservation, and local development. The official website for Port Stephens Council is portstephens.nsw.gov.au

Community's Vision

A great lifestyle in a treasured environment.

Council's Vision

Engaged and resilient people in strong healthy relationships, working collaboratively, enhancing community wellbeing.

Council's Purpose

To deliver services valued by our community in the best possible way.

Our Values



Respect: Creating a unique, open and trusting environment

Integrity: Being honest and taking responsibility for our actions

Teamwork: Working together as one Council to support each other

Excellence: Improving the way we work, to meet future challenges

Safety: Providing a safety focused workplace culture

Group Role

The purpose of the group is to guide and improve access and inclusion for people with disability in the Port Stephens area.

Role Purpose

The role of the Group Member is to provide informed, lived-experience-based advice that supports Port Stephens Council in developing inclusive, accessible, and equitable strategies for the community of Port Stephens.

Responsibilities

Strategic Advice and Advocacy

- Contribute a lived experience of disability, either as person with disability, family member of a person with disability or appropriate/skilled ally/supporter to inform inclusive decision-making
- Provide advice and feedback to Council supporting the Disability Inclusion Action Plan (DIAP)
- Advocate for accessibility and inclusion across Council services, facilities, infrastructure, events, and communications
- Support the development and review of Council goals, policies, and initiatives with an inclusion and access lens
- Act as a community representative, raising relevant and specific issues affecting people with disability.

Meeting Participation and Preparation

- Attend and participate in bi-monthly (every other month) group meetings
- Read agendas and previous minutes, highlight concerns, and follow up on action items
- Work collaboratively and effectively with co-chairs, fellow group members and Council staff
- Commit to the Terms of Reference and seek clarification or support if required.
- Participate in decision-making and ensure minutes are ratified and shared with stakeholders.

Community Engagement and Representation

- Engage with the broader community to better understand needs, experiences, and provide feedback
- Promote and advocate for disability inclusion in Port Stephens
- Serve as a communication link between Council and the community, ensuring a strong and constructive feedback loop

Communication and Conduct

- Maintain respectful and timely communication with group members and Council staff
- Declare real or perceived conflicts of interest
- Report back appropriately to the community or networks as required

Accessibility and Participation

- Clarify and communicate access needs to Council to ensure reasonable and necessary adjustments are in place
- Attend Council or community events where appropriate and provide notice and apologies if unable to attend

Reporting Line



Please note that the Co-chair roles are held by one member of the community and one member from Council, so this reporting line may hold additional responsibilities for those who are employed by Council.

Key Relationships

Internal

- Co-chairs
- Fellow group members
- Key council employees

External

- Community groups
- Guest speakers at group meetings – Project leads

Can Do *(Strengths, Capabilities, and Experience)*

- I can bring a valuable perspective shaped by lived experience of disability, through my own perspective, family member, or as an ally
- I reside in the Ports Stephens local government area
- I can offer insight into the access and inclusion needs of people with disability in the Port Stephens community
- I can carry out basic administrative tasks, including planning, reviewing agendas and minutes, and following up on action items
- I can manage my time effectively and commit to attending bi-monthly (every other month) meetings and other relevant events
- I can work collaboratively in a team environment, contributing to constructive and inclusive dialogue.
- I can understand the importance of reviewing and contributing to council strategies, policies, and the Disability Inclusion Action Plan (DIAP).

Will Do *(Motivation, Collaboration, and Connection)*

- I will commit to providing community-based advice that supports inclusive, accessible, and responsive strategies
- I will actively contribute to the work of the group by sharing lived experience and practical insights that promote equity and inclusion
- I will respect and value the diverse perspectives and expertise of fellow group members, Council staff, and community stakeholders
- I will engage with the community to reflect a collective voice and raise relevant issues affecting people with disability
- I will work respectfully with co-chairs, council staff, and other members to achieve the group's objectives
- I will declare any real or perceived conflicts of interest and communicate openly and appropriately
- I will commit to building strong, respectful relationships and advocating for meaningful change in access and inclusion

Will Fit *(Values, Culture, Leadership, and Mindset)*

- I will foster a welcoming, inclusive, and supportive group environment that reflects the values of Port Stephens Council
- I will embrace diversity and work from a person-centred, non-judgemental, and rights-based approach
- I will uphold and promote the Council's vision and commitment to social justice and disability inclusion
- I will commit to social justice principles and the rights of people with disability
- I will serve as a communication bridge between the Council and the wider community, helping strengthen feedback loops and representation
- I will support the continual improvement of the Disability Inclusion Action Plan and advocate for systemic inclusion across the Port Stephens region

Declaration

I understand and accept my role, purpose and obligation as a member of the DIAGG, and understand the limitations and scope of this role in advising and supporting the decisions of Port Stephens Council in relation to diversity, equity and inclusion.

Name

Date

Signature