Terms of Reference
Access and Inclusion Action Plan – Evaluation Steering Committee

1. Purpose

The Evaluation Steering Committee provides lived experience, community, and stakeholder insights to support evaluation of the Access and Inclusion Action Plan and help Council understand its impact on access, inclusion and participation.

2. Objectives

The objectives of the Evaluation Steering Committee are to:

- Ensure the evaluation of the Access and Inclusion Action Plan is informed by lived experience, stakeholder expertise and community perspectives.
- Provide an opportunity for stakeholders to contribute to the interpretation and validation of evaluation findings.
- Support a robust, transparent and inclusive evaluation process.
- Identify key learnings and considerations to inform future access and inclusion initiatives.

3. Scope and Role

The Group will:

- Review evidence and information collected as part of the evaluation of the Access and Inclusion Action Plan.
- Provide feedback to help shape evaluation findings, reports, and recommendations
- Assist Council in interpreting evaluation results and identifying key learnings and opportunities for the future

The Group will not:

- Make decisions on behalf of Council
- Act as a complaints resolution body
- Provide advice outside the scope of the evaluation

4. Guiding Principles

The work of the Group will be guided by the principles in the Access and Inclusion Action Plan:

- Social model of disability
- Universal Design
- Intersectionality
- Equity
- Collaboration
- Innovation

5. Membership

Composition

The Group will comprise **8-12 members**, including:

- Individuals with lived experience of disability, caring responsibilities, ageing, cultural and linguistic diversity, or other experiences relevant to access and inclusion.
- Representatives from advocacy or community groups
- Service providers with strong community connections
- Up to four Council representatives to support the evaluation process.

Council will seek to ensure membership reflects a diverse range of experiences, backgrounds and perspectives relevant to access and inclusion.

Selection

Members will be appointed through an Expressions of Interest process.

Participation
Members are expected to attend meetings where reasonably possible and advise Council if they are unable to attend.

6. Chair and Secretariat

- The Group will be chaired by a Council representative or an independent facilitator, as determined by Council.
- Council will provide secretariat support, including meeting coordination, accessible materials, and record-keeping.

7. Meetings

- The Group will meet **6 times between the period of January 2027 and June 2027**, aligned with the evaluation and reporting timeframes for the Plan.
- Additional meetings may be scheduled if needed or requested by the group.
- Whenever possible, meetings will be held face-to-face.

8. Decision-Making and Feedback

- Feedback will be provided through consensus where possible.
- Where differing views exist, these will be documented.

9. Accessibility and Participation
Council is committed to ensuring the Group operates in an inclusive and accessible way, including:

- Accessible venues and meeting formats
- Provision of reasonable adjustments (e.g. Auslan, captions, Easy Read)
- Plain-language materials provided in advance

10. Confidentiality and Conduct
Members are expected to:

- Treat information shared in meetings respectfully and confidentially
- Engage constructively and respectfully with other members
- Declare any conflicts of interest relevant to discussions

11. Reporting and Accountability

- Key themes and advice from the Group will inform Council's final evaluation and reporting on the Access and Inclusion Action Plan.
- Council will provide feedback to the Group on how advice has been considered and applied.
- The final report and evaluation outcomes will be made available to the public via Council's website.

12. Term

- The Group will be established for the period January 2027 to June 2027.
- Membership may be reviewed or refreshed as required.
- These Terms of Reference may be reviewed and updated with agreement from Council and the Group.