



**Disability Access & Inclusion Sub-committee**  
**Membership and Terms of Reference**  
(November 2017)

**Terms of Reference**

- To advise the University, through the Equity Committee on services and facilities for people with disability.
- To identify risk management, legislative and policy issues and report these to the Equity Committee.
- To promote through discussion matters that contribute to the access and inclusion of people with disability.
- To assist in developing a five year Disability Access and Inclusion Plan.
- To assist in developing and monitoring Annual Implementation Plans for ECU's Disability Access and Inclusion Plan.
- To consider Accessibility Reports, other accessibility issues, and assist with post occupancy evaluations for University buildings as required.

**Membership**

- University Librarian
- Representative, Strategic and Governance Services
- Manager, Counselling & Equity
- Representative, Human Resources
- Representative, Academic Board,
- Representative, Academic Staff,
- Pro-Vice-Chancellor (Education),
- Representative, Facilities and Services (up to 2)
- Representative, Corporate Events
- Representative, Information Technology Services Centre
- Representative, Graduate Research School
- Digital Marketing Manager
- Representative, Associate Deans (Teaching and Learning) (up to 2)
- Representative, Staff (up to 2)\*
- Representative, Students (up to 2)\*
- Representative, Student Services Centre

**Tenure, Attendance & Administrative Support**

All members are required to nominate a proxy if they are unable to attend meetings.

The Membership and Terms of Reference will be reviewed on a two-yearly basis.

The Chair will be nominated from the current membership of the Disability Access & Inclusion Sub-committee and endorsed by the Equity Committee. The tenure for the Chair is two years, with the option for the Chair to re-nominate at the end of each two year term.

\* For the staff and student positions, people with disability will particularly be encouraged to take up membership of the Sub-committee.

A nominee of the Manager, University Governance will provide administrative support for the Sub-committee.

#### **Co-opted members**

The Sub-committee may co-opt persons to become members on the basis of specialist experience or for a specific project or task or to enhance equity balance. Co-opted members will not have voting rights.

#### **Guests**

The Sub-committee may also invite stakeholders, experts, community agencies or interested parties to attend meeting as guests and contribute to discussions on particular issues.

#### **Quorum**

A quorum is half of all current members, not including co-opted members-

#### **Meetings**

Meetings will normally be held at least four times per year.

#### **Report to the Equity Committee**

The Disability Access & Inclusion Sub-committee shall report annually to the Equity Committee.

#### **Vacancies**

Vacancies that occur during any year will be filled by invitation from the Chair.