



**Disability Access & Inclusion Sub-committee
Membership and Terms of Reference
(November 2020)**

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
- Deputy Vice-chancellor (Education)
- Director Access and Equity
- Representative, Strategic and Governance Services
- Manager, Counselling & Equity
- Representative, Human Resources
- Representative, Academic Board
- Representative, Academic Staff
- Representative, Digital and Campus Services (up to 2)
- Representative, Corporate Events
- Representative, Research Services
- Digital Marketing Manager
- Representative, Associate Deans (Teaching and Learning) (up to 2)
- Representative, Student Life
- Representative, Staff (up to 2)*
- Representative, Students (up to 2)*

Co-opted Members

- Representative, Equity, Diversity and Disability Office (up to 2)*
- Representative, Equity Projects Team (up to 2)*

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.

Administrative support for the sub-committee will be provided by a representative from the Equity Projects team.

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 and Diversity Committee.

Vacancies

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