



Disability Inclusion Employee Advisory Network Terms of Reference

Establishment

When:	September 2021
By what authority:	Vice Chancellor
For what period:	2 years

Objectives

Role: The Disability Inclusion Employee Advisory Network (EAN) will be responsible for guiding the development and implementation of specific activities/initiatives aimed to support equity and inclusion of staff with a disability, in accordance with the Equity Diversity and Inclusion Framework and overarching Principles.

The Network will achieve this role through:

- Providing advice on issues that impact negatively on the participation of people with disability within the University and recommending solutions to proactively address them,
- Acting as role models and advocates for disability and encouraging cultural and behavioral change within UniSA,
- Developing Action Plans using a targeted consultation and feedback process, that includes those with lived experience,
- Monitoring the progress of Action Plan activities by identifying and analysing evaluation data and reporting tools,
- Guiding policy development and associated procedures that enable people with disability to actively participate in University life as well as ensuring that the University meets its legislative responsibilities,
- Contributing to the development and monitoring of a Learning and Development Plan that identifies and addresses capacity building requirements for specific cohorts,
- Developing an annual calendar of events together with key communication pieces as a way of promoting disability awareness across the University and stakeholder communities, and
- Reporting progress of activities and success in working toward key milestones to the EDI Steering Committee.

Quorum: A quorum for the committee meeting is 50% of the membership, plus one.

Procedures prescribed: *Chair*

It is anticipated that the Chair of the Disability Inclusion EAN will be a targeted appointment. The person should be in a leadership role and able to influence change at various levels. In accordance with ED&I principles there should be a gender balance across all EANs and, where possible, with equal distribution between professional and academic personnel.

Meetings

The Network will meet as per the agreed schedule, to be determined at its first meeting. Additional meetings may be coordinated as the group requires.

Meeting Minutes

The meeting minutes will be the responsibility of the Executive Officer for the group. They will be reviewed by the Chair prior to finalising and distributed to all members.

Decision Making

The Disability Inclusion EAN will generally reach agreement through discussion. In the event that a consensus cannot be reached, a simple majority among voting members will determine the outcome of the decision under consideration.

Membership

Members of the Disability Inclusion EAN will be approved by the Chair, in consultation with the Diversity and Inclusion Manager.

Members may self-nominate based on their capacity to meet the criteria below:

- Work for the University of South Australia;
- Have sound knowledge, experience or understanding of disability access and inclusion issues; and
- can demonstrate a willingness to work in a positive manner with diverse stakeholder groups to progress the vision and goals of the University of South Australia.

When selecting members, consideration will be given to appointing and prioritising candidates with diverse backgrounds and experiences.

Membership will include:

- Chair (targeted)
- Executive Officer (a PTC staff member nominated by appropriate delegate)
- Staff Representatives x 8 – ideally a cross section of university staff, including academic, professional and senior staff (self-nominated)
- Ex-officio member (invited when required)

Proxies: If members are unable to attend a meeting, proxies will not be invited.

Term of Office: Membership to the Disability Inclusion EAN will be for a term of 2 years.
Members who have completed a 2-year term may submit an expression of interest for a further 12-month term.

No member can serve for more than a total of 3 years.

Members are free to resign at any time

Out of Session Activity

Purpose: To ensure activity timeframes are maintained, from time to time there may be a requirement for members to consider items outside formal meetings.

Method: All items requiring out of session consideration will be issued via email.

Contact Details

Name: Lucy Cirocco
Position: Diversity and Inclusion Manager
Email: Lucy.Cirocco@unisa.edu.au