

# Disability Inclusion Group

## Terms of Reference and Member Information

<b>Reporting To</b>	<b>Disability Executive Champion:</b> Deputy Provost, Office of the Provost <b>Senate Committee on Equity, Diversity and Inclusion</b>
<b>Chair:</b>	Associate Professor, Dr Paul Harpur
<b>Secretariat:</b>	Provided by Workplace Diversity and Inclusion, Human Resources
<b>Date Last Approved</b>	March 2019
<b>Date for Next Review</b>	March 2022

### Role

The Disability Inclusion Group aims to guide and drive internal initiatives which further the University's commitment to developing and maintaining an equitable and inclusive culture for all staff and students with disability.

### Purpose

#### The Committee will:

- Advise the Executive Champion, who, together with the Chair and Workplace Diversity and Inclusion, may then report to the Senate Committee on Equity, Diversity and Inclusion (SCEDI) on strategic issues, initiatives and achievements relating to disability inclusion at UQ;
- Provide feedback on actions and initiatives to the Executive Champion, who, together with the Chair and Workplace Diversity and Inclusion, may then report to the SCEDI, via the annual Disability Action Plan Report;
- Provide advice and recommendations in relation to the development and implementation of the University Disability Action Plan;
- Consult on strategic and systemic matters related to disability and provide feedback to the University on disability inclusion as needed;
- Review the ToR and Information for Members annually.
- Propose sub-groups or working parties to achieve objectives of the DIG, including relevant objectives/actions of the DAP (e.g. Working Party to develop resources for Universal Design for Learning).

## Membership Principles:

Following the tenet of “Nothing about us, without us,” the Committee shall be both led by a person with a disability and include members with lived experience of disability. Further, in recognising the intersectional nature of disability, the Committee should strive to reflect the diversity of the University in its membership. Members, including the Chair, need not all be senior staff members. Rather the Chair should be chosen for their leadership skills and ability to effectively run a committee. All members should also be people who feel able to relay information back and forth between the committee and the leaders of their respective areas.

In addition to giving preference to members with disability and members who work in the area of disability, when selecting new members, the selection process will give purposeful consideration to:

- Seniority balance;
- Balanced representation from diverse areas of the university
- Balanced representation from professional and academic staff
- Diversity of employment type (full-time/part-time; casual\*/fixed-term/continuing);
- Representation of students at different stages of study (undergraduate, master’s or PhD candidates)
- Diversity in demographics and specific inclusion of people from diversity areas of focus (Aboriginal and Torres Strait Islanders; Diverse Genders, Sexes and Sexualities; Cultural and Linguistically Diverse people; Types of Disability; Diversity in Age)

## Composition

### The Disability Inclusion Group shall be composed of:

- Chair (senior UQ staff member with a disability)
- A minimum of five UQ staff members via EOI, who:
  - have a disability OR
  - have carer responsibilities for a person(s) with disability OR
  - have a strong interest in disability or are working in the disability space (maximum of 2 staff members can nominate from this category)
- Three UQ students with a disability or who are a carer of a person with a disability via EOI\*
- One strategic representative from each of the following areas:
  - Workplace Diversity and Inclusion
  - Student Affairs
  - Property and Facilities
  - UQ Library
  - Information and Technology Services
  - Governance and Risk
  - Health, Safety and Wellness

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\* Students and casual staff selected through EOI who are not getting paid through their usual area may be paid for meeting attendance if requested through Workplace Diversity & Inclusion.

- Research and Innovation portfolio
- The Institute of Teaching and Learning Innovation (ITaLI)

External members or observers with appropriate expertise or experience may be nominated by Members and/or appointed by the Chair, but must also be endorsed by the DIG.

The DIG will have a minimum of 16 members and a maximum of 20 members at any point in time.

### Administration Arrangements

- The UQ Disability Inclusion Group will meet at least quarterly.
- The staff and student representatives with disability will be selected through an expression of interest (EOI) process and will normally have a term of two years, with the possibility of renewing once.
- All meetings and supporting material will be accessible.
- A secretariat will be provided by Workplace Diversity and Inclusion, Human Resources Division. The secretariat will endeavour to provide the Agenda and Meeting Papers five days in advance, noting that this isn't always feasible.
- A Quorum will consist of 50% of members + one person, including the chair or chair's nominee.

Where there is no quorum, the Committee may still meet to ensure that the work of the Committee continues, but should not cast any votes. Any recommendations made at such meetings would need to be endorsed at a subsequent meeting where a quorum was present.

### Document Revisions

Date Revised	Points of Revision
<b>March 2019</b>	unknown
<b>March 2022</b>	Role, Membership Principles and Administration Arrangements added; Composition changed; format updated