



Disability Access and Inclusion Working Group

Terms of Reference

Introduction

1. This Terms of Reference sets out the Disability Access and Inclusion Working Group's (the Working Group) objective, authority, composition and tenure, roles and responsibilities, reporting and administrative arrangements.

Objective

2. The purpose of the Working Group is to improve the experience of staff, students and visitors with access needs at the ANU. The Working Group will achieve this by:
 - Overseeing the strategic development, implementation of actions and ongoing evaluation of the ANU Disability Action Plan.
 - Highlighting additional access barriers and alternative best practices in accessibility which can be incorporated into existing actions or documented for inclusion in the University's future Disability Action Plans.

Authority

3. The Deputy Vice Chancellor (Student and University Experience) authorises the Working Group, within the scope of its role and responsibilities, to:
 - obtain any information it needs from any ANU employee and/or external party (subject to their legal obligation to protect information);
 - request the attendance of any ANU staff at Working Group meetings;
 - discuss any matters with external parties (subject to confidentiality considerations); and
 - obtain external professional advice, as considered necessary to meet its responsibilities, at the University's expense.

Composition and Tenure

4. The Working Group may consist of:
 - ex officio, the Deputy Vice Chancellor Student and University Experience, or nominee
 - ex officio, the Deputy Chief People Officer, People, Safety and Wellbeing, or nominee
 - ex officio, the Manager of the Equity and Belonging Unit, or nominee
 - ex officio, Injury Prevention Consultant, Work Environment Group, People and Culture or nominee.
 - ex officio, PARSA President or nominee
 - ex officio, ANUSA President or nominee
 - one academic or professional staff member from each Academic College nominated by the relevant Dean or nominee.
 - one representative from Student Access and Inclusion
 - one representative from Student First
 - one representative from Centre for Learning and Teaching
 - one representative from Residential Experience Group
 - one representative from Facilities and Services Division
 - one representative from Planning and Service Performance
 - one representative from Information Technology Services
 - one representative from Scholarly Information Services.
 - one representative from ANU Communication and Engagement (ACE)
 - one representative from International Strategy and Future Students
 - one representative from University Procurement and Contracts Office
 - Up to three University Community members appointed by the Chair with disability and access expertise.

5. A Chair will be appointed by the Working Group from amongst its members for a 12-month period following a call for nominations.
6. The Chair will be responsible for reporting to Senior Management on behalf of the Working Group.
7. The Working Group will appoint a Deputy Chair from amongst its members, who will serve in that role for a period of two years following a call for nominations.
8. Members will be appointed for 2-years.
9. Working Group members may be refreshed in a 2-year cycle of membership, retaining at least 25% of membership each cycle.
10. An appointed member may resign from the Working Group in writing to the Chair.
11. The Chair will have regard to the University's objectives relating to broader strategic plans and major initiatives and the need for both continuity and regular renewal, in filling positions on the Working Group.

Roles and Responsibilities

12. The Committee's responsibilities are:
 - a. To assist in the development, implementation, evaluation, reporting and review of the Disability Action Plan designed to enhance the accessibility of university experience, including evaluation of outcomes, reporting to the SMG and VC reports and to the University Council where appropriate.
 - b. To coordinate activities across the University sharing ideas and initiatives to promote the Disability Action Plan.
 - c. Advocate for the Disability Action Plan and actions within the ANU community and beyond.
 - d. Provide a forum to facilitate information flow and debate on the disability and access initiatives within the University, senior executive officers and the wider University community.
 - e. Provide feedback and advice on the implications of policies, programs and services on the Disability Action Plan, identifying gaps and opportunities and recommending additional actions.
13. The Chair is authorised, where necessary, to take executive action on behalf of the Working Group between meetings and must report to the Working Group as soon as practicable on any executive action taken. The Deputy Chair can take on this role in the absence of the Chair.

Responsibilities of Members

14. Members of the Working Group are expected to understand and observe the legal requirements of the *Australian National University Act 1991*, the *Public Governance, Performance and Accountability Act 2013* and University legislation.
15. Members are also expected to:
 - act in the interests of the University as a whole;
 - provide two-way information flow on initiatives and actions from their work areas and across the University
 - contribute the time needed to study and understand the papers provided; and
 - apply good analytical skills, objectivity and good judgment.

Reporting

16. The Working Group, with leadership from the Chair, will provide reports to the Equity and Belonging Unit on its operation and activities. The report should include a summary of the on-going work performed to fully discharge its responsibilities during the preceding year.

Administrative Arrangements

Meetings and Planning

17. The Working Group will meet at least four times per year on dates determined by the Working Group. Meetings may be held in person or online.
18. A forward meeting plan, including meeting dates, location and standard agenda items, is agreed by the Working Group each year. The forward meeting plan covers all its responsibilities, as detailed in this Terms of Reference.
19. The Chair convenes and presides at all meetings of the Working Group at which they are present. The Chair has a deliberative and a casting vote on all matters before a meeting of the Working Group. When the Chair is unable to preside at a meeting, the Deputy Chair presides.
20. The procedure at meetings of the Working Group is determined by the person presiding over the meeting, taking account of the advice of the Working Group members.

21. Meetings may be recorded at the discretion of the Chair with the unanimous agreement of members and with use of the ANU privacy warning.
22. Any recording will be made in accordance with the ANU Privacy Policy and only for purposes outlined by the Chair at the time of recording.
23. Members of the Working Group requiring reasonable adjustments for participation should contact the secretariat who will make necessary arrangements.

Attendance at Meetings and Quorums

24. A quorum consists of at least 50 per cent of Working Group members who hold office for the time being.
25. A member of the Working Group who is unable to attend a meeting of the Committee is to nominate an alternate with the prior consent of the Chair.
26. Alternates have the same rights and responsibilities as Working Group members. An alternate may not be appointed Deputy Chair.
27. The Chair may request any other ANU employee and/or external party to attend Working Group meetings or participate in certain agenda items.

Secretariat

28. The Working Group Chair will nominate secretariat support to the Working Group.
29. The nominated secretariat will ensure the minutes of the meetings are prepared and maintained. Minutes and meeting papers must be approved by the Chair, circulated to each member of the Working Group and posted to Teams.

Assessment and Review

30. The Chair will initiate an annual review of the performance of the Working Group, and this Terms of Reference, with appropriate input sought from Working Group members, other relevant stakeholders, as determined by the Vice-Chancellor. The review of performance will be conducted on a self-assessment basis unless otherwise determined by the Vice-Chancellor.