CURTIN UNIVERSITY
DISABILITY ACCESS AND INCLUSION COMMITTEE
CONSTITUTION

1. ESTABLISHMENT

1.1. The Disability Access and Inclusion Plan Implementation Committee (DAIPIC) was established by the Academic Services Committee, a standing committee of Academic Board, on 8 November 2006. DAIPIC replaced the Disability Reference Group, advisory to the University Secretary, and reported to the Committee on Ethics, Equity and Social Justice.

1.2. The DAIPIC was dis-established by Academic Board on 25 November 2016 by Resolution AB 217/16.

1.3. The Disability and Inclusion Committee (DAIC) was established by the Planning and Management Committee (PMC) on 22 November 2016 by Resolution PMC 122/16.

2. FUNCTIONS OF THE COMMITTEE

2.1. The DAIC shall provide advice and recommendations to the PMC on the:

2.1.1. Development, implementation, and monitoring of a Disability Access and Inclusion Plan (DAIP) that will further the principles and the objectives of the Western Australia Disability Services Act 1993. It will also contribute to the University’s obligations under the Australia Disability Discrimination Act 1992 and the Western Australian Equal Opportunity Act 1984.

2.1.2. DAIP priorities and allocation of responsible officers

2.1.3. Resources to develop and implement the DAIP in accordance with an agreed timeline

2.1.4. University’s reporting obligations to the Disability Services Commission.

2.2. The DAIC shall provide advice and recommendations via the PMC to the officer responsible for implementation of DAIP on:

2.2.1. Strategic external alliances

2.2.2. Environmental scanning activities and benchmarking

2.2.3. Implementation matters relating to the DAIP.

3. COMPOSITION

3.1. The membership of the Disability and Inclusion Committee comprises:

3.1.1. Deputy Vice-Chancellor Academic or nominee as Chair

3.1.2. Chief Operating Officer, Office of Corporate Services or nominee

3.1.3. Vice President, Corporate Relations or nominee

3.1.4. Associate Deputy Vice-Chancellor, Curtin Learning and Teaching

3.1.5. Director, Corporate Values and Equity

3.1.6. Director, Student Experience
3.1.7. Director Health and Safety
3.1.8. University Librarian
3.1.9. Chief Information Officer or nominee
3.1.10. Director, People and Culture
3.1.11. Director, Properties, Facilities, and Development
3.1.12. Chair, Universal Design Reference Group
3.1.13. A representative of the Deans International
3.1.15. A representative of the Deans of Learning and Teaching
3.1.16. Students with Disabilities Officer, Curtin Student Guild

4. RIGHTS OF AUDIENCE AND DEBATE

4.1. The Committee may invite any person or persons whether from within the University or external to the University, to attend an entire meeting or meetings, or to attend for one or more specified items, with rights of audience and debate.

5. OBSERVER STATUS

5.1. The DAIC may grant observer status to any other person, in its absolute discretion.

6. MEETINGS

6.1. Three meetings of the Committee will be scheduled in each calendar year, with additional meetings scheduled at the discretion of the Chair.

6.2. A quorum for the meeting shall be not less than one half of the membership.

7. PROCEEDING

7.1. The Council Standing Order 2007 apply to the proceedings of the DAIC.

8. CHAIRING OF A MEETING IN ABSENCE OF CHAIR

8.1. Where sufficient advance notice is given of the intended absence of the Chair at a scheduled meeting, the Chair is to appoint one of the members to chair the meeting.

8.2. If an appointment is not made by the Chair under clause 8.1, the Committee is to elect one of its members who is present to chair the meeting.

9. NOMINEES

9.1. Whenever a member is unable to attend a DAIC meeting, his or her nominee may attend the meeting in place of the member, and exercise all the rights and privileges of the member.
10. RELATIONSHIP WITH OTHER COMMITTEES OF THE UNIVERSITY

10.1. The Committee will provide, through the PMC, relevant and external reports to the Vice-Chancellor for approval prior to submission to relevant external authorities. Associated University budgetary requirements and budgetary reporting will be provided to the Vice-Chancellor through the PMC at the same time.

10.2. The Committee will report to PMC by way of its minutes. PMC may transmit DAIC reporting that relates to academic matters to Academic Board for advice and for noting.

11. PREPARATION, CLASSIFICATION AND DISSEMINATION OF COMMITTEE PAPERS

11.1. Agendas for, and minutes of, DAIC meetings will be provided to members, principally via electronic media.

11.2. The minutes of DAIC meetings will be provided to the PMC.

12. COMMITTEE SUPPORT

12.1. Secretarial support to the DAIC is provided through the Secretariat.

12.2. The Executive Officer will be the University staff member responsible for managing the implementation of the DAIP.

REVISION HISTORY:

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<th>Revision Ref. No.</th>
<th>Approved/ Rescinded</th>
<th>Date</th>
<th>Committee/ Board</th>
<th>Resolution Number</th>
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<td>Approved</td>
<td>22 November 2016</td>
<td>PMC</td>
<td>PMC 122/16</td>
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