



THE SYDNEY UNIVERSITY POSTGRADUATE REPRESENTATIVE ASSOCIATION (SUPRA) DISABILITIES OFFICER DUTY STATEMENT

Preamble:

The following duties shall be discharged by the Disabilities Officer and their conduct in the governance of the Association. In no way shall any of these duties be interpreted to contravene the Constitution or SUPRA Regulations. The Disabilities Officer has the right to delegate any tasks to other Council Members, however, if the tasks include paid hours, a written agreement must be submitted to the Finance Manager stipulating the proposed delegation of hours.

01: DEFINITIONS

- 01.01: 1) The Disabilities Collective is made up of members of SUPRA that identify as having a disability.
- 01.01: 2) The Disabilities Officer is the Equity Officer elected autonomously by the Disabilities Collective.

02: PRINCIPLES

- 02.01: 1) The Disabilities Officer is responsible for representing and advocating for people in the Disabilities Collective, especially people from diverse and marginalised backgrounds.
- 02.01: 2) The Disabilities Officer shall encourage diversity of the Disabilities Collective including but not limited to: Aboriginal and Torres Strait Islander people, people of colour, people of faith, migrants, international students, mature-age students, women identifying, rural and regional students and the queer community.
- 02.01: 3) The Disabilities Officer will work actively to expand, advocate for, defend and preserve the rights of the Disabilities Collective.

02.01: 4) The Disabilities Officer will endeavour to ensure that their conduct is transparent and consultative.

03: RESPONSIBILITIES

03.01: 1) The Disabilities Officer is responsible for representing and advocating for the Disabilities Collective on Council.

03.01: 2) The Disabilities Officer will ensure that the Council is aware of disability issues on campus.

03.01: 3) The Disabilities Officer will remain engaged with debates around issues on a national and international level that affect people living with a disability, however their constituency are University of Sydney postgraduate students and as such should divide their time and energies in line with this.

04: DUTIES

04.01: Disabilities Officer

04.01: 1) The Disabilities Officer is responsible for representing the Disabilities Collective in working groups within the University.

04.01: 2) The Disabilities Officer is responsible for maintaining communication with Disability Support at the University of Sydney and other groups that have common goals specific to postgraduate students living with a disability.

04.01: 3) The Disabilities Officer is responsible for maintaining communication with the University Disability Support and SRC undergraduate Disabilities Officer and undergraduate collective to collaborate on campaigns with common goals specific to students living with a disability on campus.

04.01: 4) The Disabilities Officer is responsible for maintaining communication with national student organisations that relate to their equity office.

04.02: Disabilities Collective

04.02: 1) The Disabilities Officer is responsible to keep Council and the collective informed on matters pertaining to University, government and higher education policy in relation to the community of people living with a disability.

04.02: 2) The Disabilities Officer shall advise and consult Council to ensure that the work and policy of Council assists students in the Disabilities Collective.

04.02: 3) The Disabilities Officer shall lead the postgraduate Disabilities Collective by:

- 3.a) convening the collective at least once every two (2) months;
- 3.b) seek to continually expand collective;
- 3.c) engaging the postgraduate community of people living with a disability in social events; and
- 3.d) keeping the Disabilities Collective up to date, through meetings, social media, eGrad, publications and other relevant means.
- 3.e) Administrator of any SUPRA online spaces that pertain to the equity

group.

04.02: 4) Where appropriate, the Disabilities Officer shall attend and support relevant activist groups on campus.

04.02: 5) The Disabilities Officer shall encourage constituents and Councillors to get involved with disability rights activism.

04.03: Manager of the SUPRA Disabilities Budget

01.01: 1) The Disabilities Officer must manage the SUPRA Disabilities budget, by building consensus decision-making within the Disabilities Collective in the planning and spending of the budget on social, activist and support projects.

04.04: Equity Committee

04.04: 1) The Disabilities Officer shall attend all or as many Equity Meetings as reasonable in their capacity.

04.04: 2) It is the collective responsibility of the Equities Officers to ensure that the Equity Committee is convened every two (2) months.

04.05: Member of the Council

04.05: 1) The Disabilities Officer must fulfil their responsibilities and duties as a Councillor as stipulated in the SUPRA Constitution.

04.06: Disabilities Officer Handover

04.06: 1) The Disabilities Officer is responsible for the handover process to the succeeding Disabilities Officer including providing written guidelines, materials and discussion time, to ensure the smooth handover of roles and duties into the new Council term.

05: REPORTING

05.01: 1) The Disabilities Officer must ensure that a thorough written report of tasks undertaken is presented at Council every month. The report must include details about the following:

- 1.a) meetings attended, including an overview of any matters discussed of import to postgraduate students;
- 1.b) important items of correspondence;
- 1.c) any press releases produced;
- 1.d) major actions being undertaken;
- 1.e) campaigns initiated/progress of ongoing campaigns;
- 1.f) lobbying being undertaken by the Disabilities Officer on behalf of the Association;
- 1.g) a progress report on the previous month's work plan;
- 1.h) other representative activities; and
- 1.i) number of hours worked in the previous month.

05.01: 2) As an Office Bearer, the Disabilities Officer must ensure that a thorough annual

report of their activities in office is duly submitted to the Annual General Meeting.

06: INDUCTION

- 06.01: 1) All members of Council, including office holders such as the Disabilities Officer, are required to attend a compulsory Council Induction, sign a form stating that they have completed the training, and return the signed form to the Secretary by August's meeting of Council, or the first meeting of Council after their appointment.
- 06.01: 2) All members of Council, including the Disabilities Officer, must sign a disclaimer stating they understand the risks and responsibilities of working in an unincorporated association within a month of their appointment. They must return this form to the Secretary before the first meeting of Council.
- 06.01: 3) When a new Disabilities Officer is elected, the incumbent Disabilities Officer will be responsible for the induction process. This will include responsibility for ensuring that the incoming Officer is aware of the following:
- 3.a) the day-to-day administrative arrangements within SUPRA;
 - 3.b) how to carry out the specific duties of the Disabilities Officer's role;
 - 3.c) policies and sections of the constitution which pertain to Officers;
 - 3.d) the role of staff within the organisation;
 - 3.e) the progress of ongoing campaigns, lobbying or activities; and
 - 3.f) any operational or strategic plans set by Council.