

## SECTION C: STAFF

*Goal To ensure that the University's employment policy and practices comply with the requirements of the DDA, show no direct, indirect or systemic discrimination towards people with a disability and facilitate the recruitment and employment of people with a disability.*

Implementation and review of this section of the plan will be the responsibility of the Director HR who will ensure that strategies are undertaken in a systematic manner and that they are evaluated for their effectiveness and reported to the GED committee annually.

### *Key Result Area C1 Funding*

Key outcome	Strategy	Responsible Officer	Time Frame
C1.1. Appropriate funding is available to implement reasonable accommodations for staff with a disability as required under the DDA	The University identifies and establishes a budget line to make reasonable adjustments for staff with disabilities. Allocated budget to be administered by the Director HR.	Director HR Chief Financial Officer	Ongoing
C1.2. Costs over \$1000 for funding reasonable accommodations are assessed and, where appropriate, are met	Organisation units meet low level costs and forward other requests to HR for assessment and payment as deemed appropriate.	Director HR	Ongoing

### *Key result area C2 – Recruitment and selection*

Key outcome	Strategy	Responsible Officer	Time Frame
C2.1. Equity principles are followed in the selection, appointment and induction processes.	At least 30 percent of staff on selection committees are trained in equity principles including issues for people with a disability.	Director HR	30 Dec 2010

Key outcome	Strategy	Responsible Officer	Time Frame
C2.2. The University is recognised as an equal opportunity employer and employs on the basis of merit.	<p>Consideration of the recruitment of people with a disability included as a term of reference in the University Recruitment Project.</p> <p>Position Descriptions should have the standard phrase "Reasonable workplace adjustments will be made for people with a disability."</p>	Director HR	30 Dec 2009
C2.3. The University is recognised by potential employees as a leader in the employment of people with a disability and there is an increase in the number of people requesting interview modification.	<p>Letters inviting short listed applicants for an interview advise that reasonable accommodations are available, if required, during the selection process.</p> <p>Guidelines to support managers undertaking recruitment to include the suggestion that managers discuss any special requirements required during the selection process.</p>	Director HR	30 Dec 2009

*Key result area .C3 - Staff Development and Training*

Key outcome	Strategy	Responsible Officer	Time Frame
C3.1. All staff with supervisory roles are aware of their disability responsibilities.	Disability information is included in all supervisory and management training.	Director HR	30 Dec 2010
C3.2. Frontline staff across Divisions and Faculties model best practice behaviours toward people with a disability.	Frontline staff across Divisions and Faculties are provided with regular staff development to enable them to meet their responsibilities towards staff and students with disabilities.	Director: HR	30 Dec 2011
C3.3. Staff with disabilities participate in staff development activities.	Reasonable accommodations are made for staff with disabilities attending staff development activities.	Director: HR Managers and Supervisors	Ongoing

Key outcome	Strategy	Responsible Officer	Time Frame
C3.4. University culture is supportive of the career aspirations of staff with a disability.	Conference Leave funds accommodate the needs of Staff with a disability when they travel.	DVC & VP (R) Director HR	Ongoing
C3.5. Ensure that sufficient expertise is available to the University Community on issues of health and safety for people with disabilities.	Staff and student disability officers and OH&S advisers receive training with respect to the interface between anti-discrimination legislation, in particular the DDA (1992) and OH&S legislation.	Director HR	30 June 2010

*Key result area C4 –An inclusive organisational culture and safe working environment for people with a disability*

Key outcome	Strategy	Responsible Officer	Time Frame
C4.1. The University promotes a harassment free environment.	All staff are made aware annually of the University's commitment to a harassment free environment  The University's on-line Induction course includes information about disability.	Vice Chancellor	Ongoing  (twice yearly at commencement of each Semester)
C4.2. University culture is supportive of work life balance for staff.	Staff are provided with opportunities to access flexible work arrangements.	Director HR	31 Dec 2010
C4.3. Occupational Health & Safety procedures accommodate the needs of staff with a disability	Review Occupational Health and Safety procedures for inclusion of staff with disabilities.	Director HR	31 June 2010
C4.4. Viable emergency evacuation procedures exist and are promoted for people with disabilities.	Establish and practice a system for the evacuation of staff with a disability that requires assistance.	Director HR in consultation with Security Services	31 Dec 2010