

DISABILITY ACTION PLAN: BY OBJECTIVE

Objective	Strategy	Performance Indicators	Responsible Officer	Timeframes	Actions as at March 2004
Objective 1 : To encourage people with a disability to apply for entry to the full range of courses offered at the University of Adelaide	1.1 Review all University publicity information targeting prospective undergraduate, postgraduate and international students.	1.1.1 Each publication contains graphic and/or written information welcoming applications from students from diverse backgrounds, including students with disabilities.	DVC&VP(A) through Director, Student Information and Services	Publications aimed at 2002 cohort.	Reference to students with disabilities, services provided etc in all 2004 publications.
		1.1.2 Publications will be made available in alternative formats (eg Braille, audio tape, enlarged print, disc) upon request.	DVC&VP(A) through Director, Student Information and Services Should be International Office as they have responsibility for International public.	Within 2 weeks of request.	Ongoing
		1.1.3 Publications targeting international students will include a statement of rights under the DDA whilst as a student in Australia. Relevant restrictions, if any, under Immigration Law also need to be detailed (e.g., TB checks)	DVC&VP(A) through Director, Student Information and Services	2002 ongoing	Ongoing
	1.2 Disability information relevant to prospective students is placed on the www.	1.2.1 The Adelaide University www site is accessible for people with a disability (including people with vision impairment)	VP(S&R) through Manager, Information Technology Services	2001	Standard to be set using Government access guidelines; Audit to be undertaken regarding which specific pages align with these standards. (M&SC) Please note that dynamic web pages can cause problems and need constant attention, e.g. Access Adelaide, MyUni, Portal and the Library.

		1.2.2 Information specifically for prospective students with a disability be included in the current Disability Support Services web page information.	DVC&VP(A) through Director, Student Support Services	January 2000	Ongoing. Updated February 2004
		1.2.3 Each Faculty/ School/ Department/ Student Service providing information to prospective students, encourage students with a disability to investigate support services available by including a link to the Disability Support Services web page.	Executive Deans	2001	Sciences – Ongoing Engineering – Ongoing at Faculty and School level. Humanities – Updated in June 2004. Medical School – Ongoing Professions – Economics Students are advised at enrolments; there are notices around the School and in the Student Advisor's Office, and there is a link to DSS web page from the Economics web page.
	1.3 Continue participation in joint University, TAFE/VET outreach initiatives specifically designed for students with a disability.	1.3.1 The Disability Liaison Officer or other relevant staff will participate in information days/seminars e.g. Come 'n' Try Tertiary Studies	DVC&VP(A) through Director, Student Support Services	Ongoing	Ongoing - networks developed with Schools and TAFE to promote participation of students with disabilities
	1.4 A range of up-to-date disability-specific publications is available at all outreach programs.	1.4.1 At outreach events recruitment staff will display and distribute as required, information designed for students with a disability contemplating higher education.	DVC&VP(A) through Director, Student Information and Services	2001 onwards	Ongoing

	.	1.4.2 The information for prospective students with a disability displayed and distributed at outreach events be reviewed on a regular basis.	DVC&VP(A) through Director, Student Support Services	Ongoing	Ongoing
	1.5 Ensure that staff who receive inquiries from potential students are aware of the information and support services, available to students with a disability.	1.5.1 Each Faculty will nominate appropriate members of staff who are in contact with potential students to receive disability information and/or training.	Executive Deans	2001	<p>Sciences – School admin teams being finalised. Staff from each School still to be identified.</p> <p>Engineering – Done in ECMS Faculty.</p> <p>Humanities – Faculty Office staff to be trained in July: Gloria Sumner, Vicki Johnson.</p> <p>Medical School – Ongoing.</p> <p>Professions –</p> <p>Economics – Student Advisor receives this information and circulates it to staff.</p>
		1.5.2 Staff of the Student Centre will be trained to respond to inquiries from potential students who have a disability.	DVC&VP(A) through Director, Student Support Services	2001	Ongoing – to be repeated with new staff
		1.5.3 A list server is developed for dissemination of information to relevant Faculty and Divisional staff.	DVC&VP(A) through Director, Student Support Services	2001	Reviewed – Not an appropriate means of disseminating information. Updates to be provided via Inside Adelaide three times per year with appropriate references.

Objective 2: That students with a disability who meet the entry requirements are admitted to the courses of their choice, unless it can be clearly demonstrated that a student is unable to meet the inherent requirements of the course.	2.1. Selection processes are regularly reviewed, with respect to relevant State and Federal anti-discrimination legislation.	2.1.1 Compliance with anti-discrimination legislation is included within existing entry requirement reviews.	DVC&VP(A)	Ongoing	
	2.2 Ensure that educational disadvantage if declared by a student with a disability, is taken into account in the selection process in a manner which ensures that: <ul style="list-style-type: none"> the student is able to demonstrate strengths and relevant competencies disclosure of a disability does not disadvantage an applicant. 	2.2.1 Selection committees will review information collected by SATAC on educational disadvantage and disability.	Executive Deans through Area Administrators	Annually	Sciences – Done Engineering – Done in ECMS Faculty. Humanities – Faculty Registrar adjudicates cases referred by SATAC. Medical School – Ongoing. Professions – Economics – selection is conducted by the Admissions Office, any special considerations are sent to the School for review. DLO available for consultation re specific students needs and support available.
		2.2.2 Special entry provisions are available via SATAC	DVC&VP(A)	Ongoing	Ongoing
	2.3 That a clear process is determined for establishing a student's ability to fulfil the inherent requirements of their chosen course, if this is questioned.	2.3.1 Guidelines are developed to ensure that a student's ability to meet the inherent requirements of any course is fairly assessed. These should include the following steps: <ul style="list-style-type: none"> define the core objectives of the course develop assessment procedures which 	DVC&VP(A)	January 2001	This is a major requirement that needs ongoing attention.

		<p>adequately assess core objectives</p> <ul style="list-style-type: none"> • analyse all requirements of the course (eg fieldwork, practical assignments) to ensure none of these requirements is directly or indirectly discriminatory • publish the course objectives, assessment procedures, and requirements of the course, specifically detailing the inherent requirements of the course • a panel be convened on a needs basis, and include the relevant Head of Department, a student representative if possible, and the Student Interest Adviser or nominee • information is sought from a number of relevant sources in the assessment process, including the student, relevant disability organisations, other employees/students carrying out similar tasks, medical and allied health professionals and any other professional who can advise on whether "unjustifiable hardship" may be claimed by the University, or whether or not the student fulfils the inherent requirements of the course. • that the panel's recommendation to preclude a student from a given course be examined by the DVC-(E) or nominee. 			
	2.4 Provide flexible methods of enrolment for students with disabilities.	2.4.1 Students with disabilities will be able to enrol in person, by proxy or by post.	Executive Deans through Area Administrators and DVC&VP(A) through Director, Student Administrative Services	2000 onwards	Ongoing Humanities – On-line enrolment. Help provided by Faculty Office staff. Medical School – Ongoing Professions – Economics - Yes
		2.4.2 Students with a disability will be able to enrol via the internet.	Executive Deans through Area Administrators	2003 onwards	Ongoing Science – Done. Humanities – Implemented 2004.

					Medical School – ongoing. Professions – Economics –OLE Pilot participant for 2003 enrolments.
	2.5 Promote the availability of assistance with enrolment to students with a disability.	2.5.1 The section titled Students with Disabilities under the heading Enrolment Guide and Information within the Student Guide and Timetable be rewritten to include enrolment methods and assistance available to students with disabilities at enrolment.	DVC&VP(A) through Director, Student Information and Services	2001 onwards	Ongoing
		2.5.2 Information on how to obtain enrolment assistance is placed on the www under Disability Support Services.	DVC&VP(A) through Director, Student Support Services	2001	Ongoing
		2.5.3 All Faculty-based enrolment information include a statement on methods of enrolment and the availability of assistance for students with disabilities.	Executive Deans through Area Administrators	2001 ongoing	Science – ongoing. Engineering – done. Humanities – in place 2004. Medical School – ongoing. Professions – Economics. Done for the 2003 enrolment period. Students and staff informed of process.
Objective 3: That all services available to students are accessible and promoted to students with disabilities.	3.1. Each student service, including support services, commercial services and academic services, take into account the requirements of students with disabilities	3.1.1 Service plans will detail disability specific objectives and performance indicators.	DVC&VP(A)	Annually, commencing 2002	DLO available for consultation. Talks in progress with AVV.
		3.1.2 That promotional material is provided in alternative formats upon request.	DVC&VP(A) through Director, Student Support Services	Within 2 weeks of request	Ongoing

		3.1.3 When individual services promote their location, a statement or symbol of accessibility is included. If the location is not accessible then clear alternative arrangements for service delivery are detailed.	DVC&VP(A)	2001, onwards	Ongoing
		3.1.4 Student service staff are trained to assist students with disabilities.	DVC&VP(A)	Annually, commencing 2002	Universal Access training completed in 2003.
		3.1.5 Where students are consulted in the development and evaluation of student services, feedback from students with disabilities is sought.	DVC&VP(A)	2001 onwards	Ongoing
	3.2 Promote the range of student services offered on campus to students with a disability.	3.2.1 The "Student Guide and Timetable" be made available in alternative formats (e.g. disc, Braille, audiotape) upon request.	DVC&VP(A) through Director, Student Information and Services	Within 2 weeks of request	Ongoing
		3.2.2 The Information Kit for Students with Disabilities continue to include information on a range of student services, and be reviewed annually and updated as required.	DVC&VP(A) through Director, Student Support Services	Distributed annually in February	Ongoing – reviewed February 2004
		3.2.3 The Information Kit for Students with Disabilities be made available in alternative formats (e.g. disc, Braille, audiotape) upon request.	DVC&VP(A) through Director, Student Support Services	Within 2 weeks of request	Ongoing
	3.3 Provide disability specific information to students with disabilities on a regular basis throughout the year.	3.3.1 Distribute the Disability Information Kit to students with disabilities and customer service staff.	DVC&VP(A) through Director, Student Support Services	Annually in February	Ongoing
		3.3.2 Distribute to students with disabilities and customer service staff 3 newsletters detailing current disability information, including events and conferences, scholarships, new disability initiatives and supports, and service updates.	DVC&VP(A) through Director, Student Support Services	March, May and September annually.	Ongoing
		3.3.3 Newsletters and Information Kit to be available on Disability Support Service web page.	DVC&VP(A) through Director, Student Support Services	2000, ongoing	Ongoing

	3.4 University services, processes and procedures designed to create equal educational opportunities be regularly evaluated.	3.4.1 Students with disabilities are provided with an opportunity to evaluate disability specific services and facilities by a variety of methods- questionnaire, focus group or telephone survey.	DVC&VP(A) through Director, Student Support Services	Annually Commencing Dec. 2000	Ongoing
	3.4 University services, processes and procedures designed to create equal educational opportunities be regularly evaluated.	3.4.2 An annual evaluation report on disability specific services and facilities is made available.	DVC&VP(A) through Director, Student Support Services	Annually Commencing Dec 2000	Ongoing
	3.5. Increase access to scholarships for undergraduate and postgraduate students with disabilities.	3.5.1 Students with disabilities are included as a category for allocation of Adelaide Access Scholarships.	DVC&VP(R)	commencing 2002	Done
		3.5.2 Investigate establishing a scholarship specifically for postgraduate students with disabilities. (Similar to scholarships currently available to indigenous students)	DVC&VP(R)	2002	Two university funded scholarships are available for postgraduate research students whose undergraduate performance was severely impacted by serious illness, long term disability or other exceptional personal events. Benefits are equivalent to Australian Postgraduate Awards.
Objective 4: To obtain a detailed profile of the participation, progression and retention rates of students with disabilities	4.1. Ensure that detailed statistical information is available for planning and resource allocation purposes	4.1.1 An annual report is generated detailing participation, progression and retention rates by course and by disability type. Statistical comparison with the general student population is provided.	DVC&VP(A) through Director, Student Administrative Services	Annually	

Objective 5: To ensure the Policy for Students with Disabilities is consistent with the philosophy and provisions of the Disability Discrimination Act (1992)	5.1 Rewrite in line with the DDA(1992) and promote the updated policy for Students with Disabilities.	5.1.1 Policy rewritten.	DVC&VP(A) through Director, Student Support Services	January 2002	In progress – update required due to new Policy format.
		5.1.2 Updated policy is available to students and staff upon request, and is placed on the web.	DVC&VP(A) through Director, Student Support Services	2002	Not yet available
		5.1.3 A brief guide to the policy is included in the Information Kit for Students with Disabilities	DVC&VP(A) through Director, Student Support Services	2002, onwards	Not yet available
Objective 6: To generate an environment within Faculties that encourages the provision of assistance to students with a disability as part of the normal academic support for all students.	6.1 Ensure that disability issues are taken into account in developing Faculty, School and/or Departmental plans.	6.1.1 Teaching and Learning plans will include disability-specific objectives and performance indicators.	Executive Deans through Heads of School	2002, onwards	Science – ongoing. Engineering – partially completed. To be finalised in 2004. Humanities – Teaching and Learning Plans re-formulated by Faculty Education Committee 2004. Medical School – ongoing. Professions – Economics. Encouraged the development of alternative methods of course delivery – progress hampered by limited resources.
		6.1.2 Planning processes determine the information and training requirements of staff within a given area.	Executive Deans through Heads of School	2002, onwards	Science – ongoing. Engineering – in place. Medical School – ongoing. Professions – Economics. Noted for future action

		6.1.3 Teaching and Learning Plans are monitored and evaluated on an annual basis with respect to disability specific objectives on an annual basis.	DVC&VP(A) through Executive Deans	2002, onwards	Engineering – in place. Medical School – ongoing.
	6.2 Ensure that staff are aware of their legal and policy obligations in relation to students with disabilities.	6.2.1 All staff induction and Introduction to University Teaching programs include information that presents disability issues as part of mainstream teaching and administration.	DVC&VP(A) and VP(S&R)through Manager, Human Resources Branch	2001, onwards	Ongoing
		6.2.2 Learning and Assessment Agreements are promoted as the primary vehicle for negotiating changes to existing teaching and assessment methods.	Executive Deans through Heads of School	2001, onwards	Science – yes Humanities – Academic Board has appointed an Assessment Monitoring Committee 2004. Medical School – ongoing. Professions – Economics. Alternative means of assessment encouraged.
		6.2.3 Guidelines on reasonable adjustment to teaching and assessment methods are developed for academic staff, to use in the formulation of Learning and Assessment Agreements. These guidelines would be well informed by publications such as: <ul style="list-style-type: none"> · Australian Vice-Chancellors' Committee: Guidelines relating to Students with Disabilities · Noble, A. and Mullins, G. Teaching students with a disability: guidelines for academic staff. The University of Adelaide, 1998. · University Guidelines for Reasonable Adjustment to Assessment and Teaching Methods for Students with Disabilities: Flinders University. 	DVC&VP(A)	2001, onwards	Engineering – in place. Humanities – Academic Board has appointed an Assessment Monitoring Committee 2004. Medical School – ongoing. Guidelines to be made available to Learning & Disability Access Office to be used when counselling student re reasonable adjustments.

		6.2.4 Academic staff follow these guidelines.	Executive Deans through Heads of School	2001, onwards	Engineering – in place. Humanities – Academic Board has appointed an Assessment Monitoring Committee 2004. Medical School – ongoing. Professions – Economics. Commencing staff informed via orientation and continuing staff reminded of guidelines.
		6.2.5 Information and training sessions in relation to disability issues are provided on the request of area head.	Executive Deans and Divisional Heads through Heads of Schools and Service Managers	Upon request	Engineering - no requests to date. Humanities - Academic Board has appointed an Assessment Monitoring Committee 2004. Medical School – ongoing. Professions – Economics. Staff advised and encouraged to undertake information and training sessions.
		6.2.6 The Disability Liaison Officer position be promoted as a resource to academic staff.	DVC&VP(A) through Director, Student Support Services	2001, ongoing	Ongoing
	6.3 Learning and Assessment Agreements are widely promoted and used, when adjustments are required to teaching and assessment methods as a result of disability.	6.3.1 All subject outlines will include a statement within the description of the subject assessment, inviting students with a disability to contact the topic coordinator (or relevant academic) and/or the Disability Liaison Officer to discuss their disability related study requirements.	Executive Deans through Heads of School	2002, onwards	Science – ongoing. Engineering – not yet done. Humanities - In place 2004. Medical School - ongoing.

					Professions – Economics. Done Design of L & A Agreements to be reviewed.
		6.3.2 Learning and Assessment Agreements are included in the information kit sent to students with a disability.	DVC&VP(A) through Director, Student Support Services	Ongoing	Ongoing
		6.3.3 All course handbooks will clearly detail the rights and responsibilities of students with disabilities in negotiating learning and assessment agreements, as well as provide contact details of relevant Faculty, school, departmental or student service staff.	Executive Deans through Area Administrators	2002, onwards	Science – ongoing. Engineering – in place. Humanities – in place 2004. Medical School - ongoing. Professions – Economics. Done
	6.4 Ensure inclusive teaching practices are evaluated as part of existing evaluation processes.	6.4.1 Incorporate measures into the revised processes for student evaluation of learning and teaching (see University of Adelaide Learning and Teaching Plan 2000-2002, page 9) which assess performance with respect to inclusive teaching issues such as: a) creating a learning environment free from discrimination b) recognising the diversity of student need.	DVC&VP(A)	2002, onwards	
		6.4.2 The results of evaluations inform planning processes at the Faculty and departmental levels and provide direction for professional development activities for academic staff.	DVC&VP(A)	2002, onwards	
	6.5 Each Faculty will nominate members of staff with appropriate authority as responsible for coordinating local area assistance to students with disabilities.	6.5.1 Each area will nominate a person to coordinate local area assistance to students with disabilities. This may be the subject coordinator, however in other areas of the University the model currently employed in schools such as Commerce, Economics, Medicine, Dentistry and Law where there is an Associate Dean for Student Matters, provides a clear first point of contact in relation to organising reasonable adjustments to	Executive Deans	2002, onwards	Engineering – role of Academic Dean in ECMS. Humanities – Referred to Heads of School 2004. Medical School – ongoing. Professions – Economics –

		teaching and assessment processes.			Economics has an Associate Dean for Undergraduate Student Matters.
	6.6 Ensure information resources are available to academic staff to assist in the negotiation of Learning and Assessment Agreements.	6.6.1 Guidelines are developed and promoted to academic staff.	DVC&VP(A)	2001, ongoing	
		6.6.2 The Disability Liaison Officer is promoted as a resource to academic staff in the negotiations of Learning and Assessment Agreements.	DVC&VP(A) through Director, Student Support Services	2001, ongoing	Ongoing
		6.6.3 Up-to-date information is available and promoted to academic staff on best practice in academic support for students with a disability via the ACUE and Disability Services web page.	DVC&VP(A) through Director, Student Support Services	2001, ongoing	Ongoing
	6.7 Include as part of the Selection Criteria for academic staff a knowledge of teaching and assessment practices which recognise the diversity of students' backgrounds, needs and learning styles.	6.7.1 Statement included in the desirable selection criteria	Executive Deans & DVC&VP(A)	2002, ongoing	Sciences – ongoing. Engineering – in place. Medical School – ongoing. Professions – Economics. Noted
Objective 7: To establish and monitor annually an employment profile of the numbers and classifications of staff with disability.	7.1 Undertake a workplace profile that includes the collection of voluntarily provided disability-related information.	7.1.1 A workplace profile including the number and classifications of staff with a disability is available for planning purposes. The information collected could be modelled along the lines of information currently collected on students. In addition, staff who declare a disability should be asked if they wish to receive information and to comment on disability specific initiatives. A clear statement on the purpose of collecting disability related information, and who has access to the information is included in the data gathering process.	VP(S&R) through Manager, Human Resources Branch	December 2000	Completed

	7.2 Introduce data collection procedures that will enable staff to voluntarily indicate the presence of a disability as part of the routine information gathered when commencing employment.	7.2.1 Data collection procedures are amended to include information on disability.	VP(S&R) through Manager, Human Resources Branch	2002 onwards	Currently revising the acceptance form to allow the inclusion of disability information.
	7.3 Introduce a system that enables annual upgrades of staff data.	7.3.1 Staff will be provided with an opportunity to review and update their records on an annual basis.	VP(S&R) through Manager, Human Resources Branch	2002, onwards	To be implemented as part of EOS when security issues have been resolved.
		7.3.2 Workplace profiles are produced annually and made available for planning purposes.	VP(S&R) through Manager, Human Resources Branch	2002, onwards	This data has not been collected. However the Data Warehouse and HR Communication Strategy provide opportunity and impetus.
Objective 8: To ensure that the selection practices of the University do not discriminate against people with disabilities	8.1 Develop equity indicators against which recruitment and selection practices can be reviewed.	8.1.1 Indicators developed.	VP(S&R) through Manager, Human Resources Branch	July 2001	Is now covered in Equity and Recruitment training for appointment committees.
	8.2 Ensure that applicants are informed of the range of interview support facilities and accommodations available; and invited to request any relevant to them.	8.2.1 Information provided to potential applicants will contain reference to the DDA.	VP(S&R) through Manager, Human Resources Branch	July 2001	This information will need to be placed in 'toolkit' (at local level) as HR are no longer involved in most appointment committees.
	.	8.2.2 Applicants to be interviewed will be invited as part of the notification process to inform the panel of any disability-related requirements during the interview process. (eg accessible venues, enlarged print etc.)	VP(S&R) through Manager, Human Resources Branch	July 2001	See above. Appointments now done by 'local' committees.

	8.3 Ensure that selection processes accommodate the disability of any applicant.	8.3.1 Modifications to interview and selection processes occur where necessary.	VP(S&R) through Manager, Human Resources Branch	As required	See above. Appointments now done by 'local' committees
	8.4 Ensure that appointment committees have sufficient expertise in EEO.	8.4.1 Each appointment committee include at least one member who has received EEO training.	VP(S&R)) through Manager, Human Resources Branch	Ongoing	HR currently aiming to have 30% of committee members trained in EEO.
Objective 8: To ensure that the selection practices of the University do not discriminate against people with disabilities		8.4.2 Selection panels will have convenors trained in equity principles who accept accountability for ensuring equitable recruitment and selection processes.	VP(S&R) through Manager, Human Resources Branch	2003, onwards	See above.
	8.5 Investigate the creation of a range of equity and diversity traineeships that include people with disabilities as one of the target groups.	8.5.1 A feasibility report is available for planning purposes.	VP(S&R)	July 2001	
Objective 9: To ensure that staff with a disability are appropriately supported to fulfil the inherent requirements of their employment and enjoy a work environment free from discrimination	9.1 Ensure that staff induction programs contain information about the University's obligations under the DDA, relevant University policies and support mechanisms.	9.1.1 An information sheet be included in orientation handouts which details the rights and responsibilities of staff with respect to people with disabilities working and studying at the University.	VP(S&R) through Manager, Human Resources Branch	2001, onwards	Requirement for completing Equity & Diversity course included in new staff induction checklist.
		9.1.2 The above information is placed on the Human Resources web site.	VP(S&R) through Manager, Human Resources Branch	2001, onwards	Link is currently active.
		9.1.3 Presentations to staff include disability specific information on rights and responsibilities, use of appropriate language, resources available to staff and students with disabilities, references to disability specific policy and procedures.	VP(S&R) through Manager, Human Resources Branch	2001, onwards	Equity & Diversity component of new staff induction now contains this information.

	9.2 Management training includes an awareness of the obligations under the DDA and appropriate workplace support strategies.	9.2.1 Disability awareness is included as a component of performance reviews for managers.	VP(S&R) through Manager, Human Resources Branch	2001, onwards	To be addressed in near future.
	9.3 Designate or appoint a Staff Disability Consultant to: <ul style="list-style-type: none"> • implement strategies that will facilitate participation of people with disabilities • assist in the development and review of HR policies and procedures • coordinate appropriate accommodations for staff with disabilities • act as a point of contact on disability issues for all staff • consult with University Occupational Health and Safety Officers and relevant external organisations in the development and implementation of services to staff with disabilities and in the development and implementation of staff development programs relating to disability issues. 	9.3.1 Staff Disability Consultant appointed.	VP(S&R) through Manager, Human Resources Branch	January 2001	Ongoing

	•	9.3.2 The services of the Staff Disability Consultant are promoted throughout the University.	VP(S&R) through Manager, Human Resources Branch	January 2001	Ongoing
	9.4 A funding mechanism be established to provide equipment and minor workplace modifications for employees with disabilities.	9.4.1 Annual budget allocation is granted.	VP(S&R) through Manager, Human Resources Branch	January 2001	Budget not allocated. Costs are met through Rehabilitation Fund and area contribution.
	9.5 Services, processes and procedures designed to create equal employment opportunities for staff with disabilities be regularly evaluated.	9.5.1 Mechanisms exist for staff to make comment on disability specific issues and initiatives.	VP(S&R) through Manager, Human Resources Branch	July 2001	Opportunity for feedback exists on web site.
		9.5.2 Staff with disabilities are provided with an opportunity to evaluate EEO initiatives.	VP(S&R) through Manager, Human Resources Branch	July 2001 onwards.	Have not yet overcome the difficulties caused by anonymity and confidentiality constraints.
Objective 10: To ensure the development and review of a policy for staff with disabilities that is consistent with the philosophy and provisions of the Disability Discrimination Act (1992)	10.1 Develop, promote and review a policy for staff with disabilities in line with the DDA (1992).	10.1.1 Policy document available and placed on HR web site.	VP(S&R) through Manager, Human Resources Branch	January 2002	Guidelines for Long Term Sick Leave, Temporary Incapacity and Disablement are non web site. Could be expanded to a more general disability policy when next reviewed.
		10.1.2 Promote the policy through standard communication channels and include in information for new staff. (Adelaidean, HR web site).	VP(S&R) through Manager, Human Resources Branch	January 2002	Will be implemented when Disability policy completed.

		10.1.3 Review the Staff with Disabilities Policy.	VP(S&R) through Manager, Human Resources Branch	Every 5 years or earlier if required.	See above.
Objective 11: To ensure occupational health and safety procedures accommodate the needs of students and staff with a disability.	11.1 Ensure that sufficient expertise is available to the University Community on issues of health and safety for people with disabilities.	11.1.1 OH&S advisers and staff and student disability officers receive training with respect to the interface between OH&S and anti-discrimination legislation, in particular the DDA(1992).	VP(S&R) through Manager, Human Resources and DVC&VP(A) through Director, Student Support Services	2001	Completed
	11.2 Promote the services offered by the Security Office to staff and students with a disability.	11.2.1 Include a statement of services provided to people with disabilities in Security Service publications including WWW.	VP(S&R)	2001	
		11.2.2 Include information on the services available through the Security Office within the Information Kit for Students with Disabilities, on the Disability Services for Students web page, and in the Student Guide and Timetable under the Security entry.	DVC&VP(A) through Director, Student Support Services	2001	Ongoing
	11.3 Ensure viable emergency evacuation procedures exist for people with disabilities.	11.3.1 Develop a Notification of Evacuation Assistance form for completion by staff and students requiring assistance in the event of an emergency evacuation.	VP(S&R) through Manager, Human Resources Branch	2001	All wardens are trained to familiarise themselves with special needs of disabled occupants. In the near future 'general occupancy' training will emphasise the responsibility for disabled persons to inform wardens if they have special evacuation requirements.
		11.3.2 OH&S Unit will coordinate the receipt of notifications and disseminate information as appropriate to local area OH&S/Property Services Committees and Wardens.	VP(S&R) through Manager, Human Resources Branch	2001	Refer to 11.3.1 above. These are wardens responsibilities – delete from DAP.

		11.3.3 The OH&S Unit in consultation with Security Services and Local Area OH&S Committees establish a system for the evacuation of staff and students who require assistance.	VP(S&R) through Manager, Human Resources Branch	2001	As above.
		11.3.4 Practice procedures for the evacuation of people with disabilities in drills.	VP(S&R) through Manager, Human Resources Branch and Convenors of local area OH&S Committees	Annually	Annual evacuation drills have been completed and no problems were encountered.
	11.4 Promote the notification and evacuation procedures to people with disabilities at the University.	11.4.1 Include the Notification of Evacuation Assistance within the Information Kit for Students with Disabilities, staff induction packages and on the OH&S web page.	VP(S&R) through Manager, Human Resources Branch and DVC&VP(A) through Director, Student Support Services	2001	This information is now available on the University website.
		11.4.2 Publications and notices detailing evacuation procedures for all staff include specific information on evacuation for people with disabilities.	VP(S&R) through Manager, Human Resources Branch and Convenors of local area OH&S Committees.	2001	Completed.
	11.5 Local area OH&S Committees in consultation the OH&S Unit identify common potential hazardous allergens and design procedures that will be used in the event that a person declares an allergy, eg. Latex sensitivity.	11.5.1 Procedures developed and publicised.	VP(S&R) through Manager, Human Resources Branch and Convenors of local area OH&S Committees.	2001	All known circumstances have been covered. Additional procedures will be developed as allergens become evident. Humanities – Refer to OH&S Faculty Committee in 2004.
		11.5.2 Procedures followed.	Executive Deans through Department Heads	As required	Sciences – ongoing. Engineering – in place. Humanities – Refer to OH&S Faculty Committee in 2004.

					Medical School – ongoing. Professions – Economics – Information in Student Handbook and on the School web site. Staff Instructed to complete OH&S on-line training course.
Objective 12: To ensure that library services are accessible to users with disabilities.	12.1 Ensure there are staff designated as responsible for the development, implementation and evaluation of services to library users with a disability.	12.1.1 Library planning processes take account of the needs of users and staff with disabilities, with plans to include disability specific objectives and performance indicators.	VP(S&R) through University Librarian	2001, onwards	.
		12.1.2 The Lending Services Librarian and the Reference Services Librarian (or other nominees of the University Librarian) continue as the responsible officers for the development, implementation and evaluation of services to users with disabilities within their respective area. This responsibility is reflected in the duty statements.	VP(S&R) through University Librarian	2001, onwards	Change to Document Delivery Librarian
		12.1.3 Users with disabilities are provided with an opportunity to evaluate the range of library services available. The evaluation of library services could be a component of the evaluation of services to students with disabilities conducted by Student Support Services via the Disability Liaison Officer.	DVC&VP(A) through Director, Student Support Services	2001, onwards	Ongoing annually - May and October
	12.2 Ensure library staff, particularly those in service roles, are provided with information and training to assist users with a disability.	12.2.1 Biannual information and training sessions continue to be offered to all library staff.	VP(S&R) through University Librarian.	Ongoing	Ongoing

	12.3 Continue to provide information on the support services available within the libraries to users with disabilities	12.3.1 The information contained within the Users with Disabilities brochure is placed on the Library's web site.	VP(S&R) through University Librarian	2001	Updated June 2004
		12.3.2 Copies of the brochure are made available at the University Libraries and distributed in the Information Kit for Student with a Disability.	DVC&VP(A) through Director, Student Support Services	Ongoing	Ongoing
		12.3.3 The Users with Disabilities information brochure is updated annually and includes a statement of the equipment and adaptive software specifically for use by people with a disability.	VP(S&R) through University Librarian	Ongoing	Updated June 2004. New room and equipment. Adaptive Technology Room relocated and expanded – extra computers and software installed.
		12.3.4 Group or individual orientations are available to users with a disability upon request.	VP(S&R) through University Librarian	Ongoing	Ongoing
	12.4 Maintain an appropriately resourced area for users with disabilities and their support workers.	12.4.1 An area containing specialised equipment and software is maintained and promoted to users with disabilities.	VP(S&R) through the University Librarian and DVC&VP(A) through Director, Student Support Services	Ongoing	Ongoing – resources continuously updated
		12.4.2 The equipment and software requirements are reviewed regularly based on the expressed need of the current student profile.	DVC&VP(A) through Director, Student Support Services	Ongoing	Ongoing
	12.5 Develop and promote a policy statement on assistance to users with disabilities.	12.5.1 Policy adopted and placed on the Library web site.	DVC&VP(A)	July 2001	

Objective 13: To create an information technology environment that enables students and staff with disabilities to gain access to, and exchange information	13.1 Planning, implementation and evaluation processes take into account the needs of students and staff with disabilities.	13.1.1 ITS development and implementation plans include disability specific performance indicators.	VP(S&R) through Manager, Information Technology Services	2001, ongoing	Project delivery to scope. Disability access as part of the project.
		13.1.2 Specialist advice on disabilities access issues is sought at the development phase and included in development reports.	VP(S&R) through Manager, Information Technology Services	2001, ongoing	Yes. Contact the Helpdesk and we also have links with the University's Disability Officer
		13.1.3 Students and staff with disabilities are consulted in the development and evaluation of IT services. The evaluation of IT services could form a component of the evaluation of services to students with disabilities conducted by Student Support Services via the Disability Liaison Officer.	VP(S&R) through Manager, Information Technology Services	2001, ongoing	Consult process for delivery of all new facilities with Disability Liaison Officer.
	13.2 Appoint/designate an information technology disability access adviser to conduct research, provide training, plan and coordinate in consultation with relevant others the provision of adaptive hardware and software for use by students and staff, and to act as a point of contact on IT access issues for people with disabilities.	13.2.1 Information Technology Disability Access Adviser is appointed.	VP(S&R) through Manager, Information Technology Services	December 2000	Adviser's have been appointed. <ul style="list-style-type: none"> - Training Officer (Terry O'Donnell) - MDS Officer (Martin Boyd)
		13.2.2 The services of the Information Technology Disability Access Adviser are promoted throughout the University.	VP(S&R) through Manager, Information Technology Services	December 2000	Build communication information and load into website.

		13.2.3 Training programs delivered to students, staff and or local area computing officer when general training programs fail to meet the specialised need of users with disabilities.	VP(S&R) through Manager, Information Technology Services	Upon request	Currently contract opportunities out.
	13.3 Develop a set of standards which reflect best practice and are inclusive of students with disabilities, in respect to the use of information technology in learning and teaching programs.	13.3.1 Standards developed and promoted.	DVC&VP(A) and VP(S&R) through Manager, Information Technology Services	2003	LTDU to develop standards. ITS – Quality review LEAP website
Objective 14: To create a physical environment that enables the safe and equitable participation of people with disabilities in all aspects of University life	14.1 Develop a policy with a stated aim of 'excellence of access', that ensures the requirements of people with disabilities are incorporated into the construction of new works, and the reparation and refurbishment of existing buildings, parks, grounds and facilities.	14.1.1 A policy document is available for briefing architects, builders, interior and landscape designers in the letting of design and construction contracts.	VP(S&R)	March 2001	No action
		14.1.2 The policy is available on the web for staff and students to view.	VP(S&R)	March 2001	No action
	14.2 Criteria for the leasing of premises be reviewed to include physical access as requirement of all lease agreements.	14.2.1 Leasing criteria will stipulate the requirement for physical access.	VP(S&R)	March 2001	No action
	14.3 Conduct a complete access audit of all University premises and grounds.	14.3.1 Experienced auditors are commissioned to conduct the audit and provide detailed access reports on all four campuses.	VP(S&R)	April 2001	An access audit of the North Terrace campus has been completed. An audit of Waite campus is scheduled for 2004, with other campuses to follow as funding is allocated.

	<p>14.4 An Accessible Physical Assets Plan be developed to include:</p> <ul style="list-style-type: none"> · a description of major and minor capital works required, · associated costs and · timetable for completion. <p>(1) Implementation, (2) review and (3) evaluation of the Accessible Physical Assets Plan is conducted annually.</p>	14.4.1 The Accessible Physical Assets Plan is available to interested staff and students.	VP(S&R)	July 2001	Hard and soft copies of the Accessible Physical Assets Plan are available from Campus Development for perusal.
		14.4.2 The plan is lodged with the Human Rights and Equal Opportunity Commission as an appendix to the University's Disability Action Plan.	VP(S&R)	July 2001	No action taken to date.
		14.4.3 An annual implementation schedule is developed and funded through the Capital Works planning process.	VP(S&R)	Commencing Jan 2002, then annually until implementation complete.	Construction of an external lift adjacent to the Staff Club, to improve disabled access between the upper and lower levels of North Terrace campus, has been funded from the Capital Works programme and should be completed by Christmas 2004. This project, valued at \$1.66 million, was recognised in the audit of North Terrace campus as having a high priority. A further \$100,00 has been allocated to minor works in 2004.

					Completion of other projects will follow as funding is allocated.
		14.4.4 Consultations with students and staff with disabilities are conducted annually to assist in determining work priorities (eg access barrier report card system, focus group discussions)	DVC&VP(A) through the Director, Student Support Services and VP(S&R) through Manager, Human Resources	Nov 2001, then annually until implementation complete.	Ongoing annually (but hasn't happened this year).
		14.4.5 Outcomes of consultations will be reported back to students and staff via existing communication channels (eg. regular newsletters to students with disabilities via the Disability Liaison Office, the Adelaidean)	VP(S&R)	Dec 2001, then annually until implementation complete	Ongoing annually
	14.5 Adopt a signage policy to provide a consistent and safe environment across all four campuses.	14.5.1 A policy document is available for briefing relevant staff and contractors in letting of design and construction contracts.	VP(S&R)	June 2001	A Wayfaring policy document is currently being finalised by Campus Development. Timing for distribution to staff and contractors has yet to be confirmed.
		14.5.2 All new and refurbishment works will comply with the policy.	VP(S&R)	June 2001 onwards	Timing of wayfaring implementation has yet to be confirmed.
Objective 15: To ensure that relevant expertise is available for planning, implementation and evaluation of capital works and property management initiatives for people with a disability	15.1 Designate/appoint a Disability Access Adviser to conduct research, provide advice and training, develop policy, act as a point of contact on access issues for people with disabilities.	15.1.1 Property Services Disability Access Adviser is appointed.	VP(S&R)	December 2000	T Dunne has been acting in the role of DAA and has been involved as a point of contact on access issues, in providing advice on various disability matters, and in the development of several projects relating to disability access across the NT campus.
		15.1.2 The services of the Property Services Disability Access Adviser are promoted throughout the University.	VP(S&R)	2001	The services of the DAA are presently promoted on the web page under the section

					'Equity and Diversity'. Contacts are also referred to the DAA via the Disability Liaison Office.
	15.2 Design and implement a training program for property services staff and relevant others on access requirements of people with a disability.	15.2.1 Training programs offered on a biannual basis.	VP(S&R) through the Manager, Property Services	Commencing 2001, ongoing	No action taken to date
Objective 16: Ensure that accommodation made available through non-collegiate housing is accessible to students with a disability	16.1 Ensure the availability of accessible housing in the negotiation of head lease agreements	16.1.1 A minimum of 2 fully accessible units are made available for either local or international students to rent.	DVC&VP(A) through Convenor, Non-Collegiate Housing Board	2001 onwards,	
		16.1.2 Promote the availability of accessible accommodation by including information in all promotional material relating to accommodation services.	DVC&VP(A) through Director, Student Support Services	2001 onwards	Ongoing
		16.1.3 Review the number of accessible units required on an annual basis.	DVC&VP(A) through Director, Student Support Services	Annually	Ongoing
Objective 17: To ensure that the facilities and services provided by the Student Union and Affiliates are accessible to people with a disability.	17.1 Encourage the Student Union to create their own disability action plan.	17.1.1 A letter to the CEO Student Union, requesting a review of services and programs with the view to creating a disability action plan.	DVC&VP(A)	July 2001	
		17.1.2 Recommend the creation of a disability contact officer within the affiliate structure (similar to the sexuality officer or womens' officer). This position would act as a point of contact for students with disabilities with respect to Student Union and Affiliate services, and as a point of contact for the University in consultations with respect to disability initiatives affecting students.	DVC&VP(A)	July 2001	

		17.1.3 Offer assistance and information to the Union to create a plan.	DVC&VP(A) through Director, Student Support Services	July 2001	Contact made. AUU to appoint project officer to develop DAP in consultation with DLO
	17.2 Student Union physical assets owned by the University are included in the access audit and the Accessible Physical Assets Plan.	17.2.1 Included in Access Audit and Accessible Physical Assets Plan	VP(S&R)	March 2001	The Student Union physical assets on NT campus were included in the access Audit and Accessible Physical Assets plan. Student Union physical assets at Waite Campus will be included in the audit of that campus, scheduled for preparation in 2004.
Objective 18: Ensure transportation provided by the University is accessible to users with a disability	18.1 Provide accessible bus services between Waite, North Terrace and Roseworthy Campuses.	18.1.1 Renewed contract with SERCO will include requirement to provide accessible bus upon request.	VP(S&R)	At renewing of contract	Tenders have been called for the bus service between campuses, and a tender will be let to allow the contractor to commence services on 26 th July. The tender document requires buses to be accessible.
	19.1 Encourage the University's Childcare Centres to create a disability action plan.	19.1.1 A letter to the Director of the University's Childcare Centres, requesting a review of services and programs with the view to creating a disability action plan.	VP(S&R) through Manager, Human Resources Branch	July 2001	Not applicable.
		19.1.2 Offer assistance and information to the Childcare Centres to create a plan.	VP(S&R) through Manager, Human Resources Branch	July 2001	Not applicable.
	19.2 Childcare Centres physical assets owned by the University are included in the access audit and the Accessible Physical Assets Plan.	19.2.1 Included in Access Audit and Accessible Physical Assets Plan	VP(S&R)	March 2001	As for note at 17.2