



THE UNIVERSITY OF  
**WESTERN  
AUSTRALIA**

# **Disability Access and Inclusion Implementation Schedule**

## **2016-2020**

*JUNE 2016*

## **Introduction**

The UWA Disability Access and Inclusion Plan (DAIP) Implementation Schedule supplements the UWA Disability Access and Inclusion Plan. The document at hand is for implementation by key internal stakeholders.

The DAIP Implementation Schedule addresses the Disability Services Commission's requirements 6 and 7 as follows:

6. Strategies designed to progress towards achieving the seven desired outcomes (listed below) for people with disabilities;
7. Dates for achievement of the proposed strategies

This schedule is based on previous years.

The schedule allocates responsibilities to Executive and Directors who may choose to delegate tasks to appropriate managers for completion.

## **SEVEN OUTCOMES (AS SPECIFIED BY THE DISABILITY SERVICES COMMISSIONER)**

1. People with disabilities have the same opportunities as other people to access the services of, and any events organised by the university.
2. People with disabilities have the same opportunities as other people to access the buildings and other facilities of the University.
3. People with disabilities receive information from the university in a format that will enable them to access the information as readily as other people are able to access it.
4. People with disabilities receive the same level and quality of service from the staff of the University as other people receive from the staff of that public authority.
5. People with disabilities have the same opportunities as other people to make complaints to the University.
6. People with disabilities have the same opportunities as other people to participate in any public consultation by the University
7. People with disability have the same opportunities as other people to obtain and maintain employment with the university.

The UWA DAIP Implementation Schedule will be reviewed and monitored by the Disability Access and Inclusion Working Group reporting to the Inclusion and Diversity Committee.

The UWA DAIP Implementation Schedule can be updated annually in line with progress reporting to the Disability Services Commission.

**KEY TO POSITION ABBREVIATIONS**

ADSHW	Associate Director Safety Health and Wellbeing
ADSSS	Associate Director Student Support Services
CAB	Chair of Academic Board
CIO	Chief Information Officer
CMO	Chief Marketing Officer
CPO	Chief Procurement Officer
DAIWG	Disability Access and Inclusion Working Group
DCP	Director Cultural Precinct
DFM	Director Facilities Management
DCWS	Dean Course Work Studies
DHR	Director Human Resources
DMC	Director Medical Centre
DPA	Director Public Affairs
DSL	Director of Student Learning
DSPP	Director Strategy Planning Performance
DVCE	Deputy Vice-Chancellor (Education)
DVCCE	Deputy Vice-Chancellor (Community Engagement)
DVCR	Deputy Vice-Chancellor (Research)
DVM	Director Venues Management
IDC	Inclusion and Diversity Committee
MCR	Manager Complaint Resolution
MGRSO	Manager Graduate Research and Scholarships Office
MHP	Manager Health
HD&CS	Head Digital and Creative Services
POSPP	Policy Officer Strategic Planning and Performance
PVC(EI)	Pro Vice-Chancellor (Education Innovation)
SDO	Senior Diversity Officer
SDVC	Senior Deputy Vice-Chancellor and Registrar
ULIB	University Librarian
UniAcaSec	University Academic Secretary
UniSec	University Secretary

<b>1. Outcome 1 People with disability have the same opportunities as other people to access the services of, and any events organised by the University of Western Australia.</b>				
<b>Executive responsibility</b>	<b>Implementation Strategy</b>	<b>ACTION</b>	<b>Action Manager</b>	<b>Reporting Timeline</b>
Senior Deputy Vice Chancellor and Registrar /Deputy Vice Chancellor (Education)/ DVC (Community Engagement)/ DVC (Research)	1.1. Raise the University community's capacity to meet the service needs of staff, students and visitors with a disability.	1.1.1. Project ( and Staff development): Develop and maintain the UWA mentally healthy campus strategy.	AD SSS MHP ADSHW	Jun-17
		1.1.2. Project: Develop indicators and targets for attendance and strategic uptake of mental health training	ADSHW	Dec-17
		1.1.3. Policies: Ensure that recognition of the needs of students and staff with disability is embedded into all relevant policies. Integrate University Staff with a Disability Policy and UWA Disability Policy into a single 'Inclusive Practice – Staff, Students and Visitors with a Disability Policy. Review Mental Health Policy in consultation with UniAccess and Uni Sec	POSPP UniAcaSec ADSHW ADSSS	Jun-17
		1.1.4. Consultation: Consult with community groups and stakeholders for information about the University better meeting the wider community access and inclusion needs of people with a disability.	IDC/ DAIWG	ongoing
		1.1.5. Resources: Ensure that the University operational areas continue to be appropriately resourced to meet their obligations under this Plan.	SDVC	annual
	1.2. Raise the University's capacity to ensure people with disability have the same opportunities as others to access any events organised by the University of Western Australia.	1.2.1. Consultative Project/Resources: Make UWA Way finding information is available in multiple formats, providing a range of accessible options to students, staff and stakeholders.	DFM	Dec-17
		1.2.2. Consultative Project/Resources: Work with/support Cultural Precinct staff to develop systems for accommodating people with a disability, particularly when an advertised event is not easily accessible. Work with PIAF Staff on disability awareness and competency,	DFM CMO	Jun-17
		1.2.3. Staff Development: Work with PIAF Staff, and UniSports staff on disability awareness and competency,	POSPP/ SDO	Dec-17

Implementation Strategy	ACTION	Action Manager	Reporting Timeline
1.3. Raise the University community's capacity to improve access to courses, teaching and learning by people with disability.	1.3.1. Teaching and Learning: Investigate workplace placements issues that potentially disadvantage students with a disability (e.g. lack of part-time options, whole placement disregarded if not completed)	DCWS PVC(EI)	Jun-17
	1.3.2. Communication: Continue to develop and implement strategies to proactively promote and market UWA to prospective students with disability.	CMO	ongoing
	1.3.3. Communication: Develop a guide that assists University staff who develop materials promoting University services and events to ensure they are inclusive.	HD&C	Jun-17
	1.3.4. Communication: Promote scholarship opportunities for students with a disability.	ADGRS DCWS	annual
	1.3.5. Communication: Work with Centre for Education Futures to continue to provide advice to Schools about assessment practices that accommodate diverse student needs.	PVC(EI)	annual
	1.3.6. Communication: Further capitalise on opportunities to expand incentives for students with a disability which will attract them to the University.	DSL	annual
	1.3.7. Communication: Continue to develop and implement strategies to proactively promote and market UWA to prospective students with a disability.	CMO	ongoing
	1.3.8. Resources: Ensure Learning resources are available in accessible formats. Ensure that fieldwork and practical learning environments are made as accessible as possible and accommodate the specific needs of students and staff with disability.	DCWS PVC(EI)	ongoing
	1.3.9. Consultation: Identify and address barriers to postgraduate study for students with a disability.	DGRS DCWS	ongoing
	1.3.10. Policy: Develop processes to provide 'reasonable accommodation' to students with a disability undertaking fieldwork, workplace placements, service learning, practicums and outside studies programs.	UniAcaSecD CWS	Jun-17

**2. Outcome 2 People with disability have the same opportunities as other people to access the buildings and other facilities of the University of Western Australia.**

Executive responsibility	Implementation Strategy	ACTION	Action Manager	Reporting Timeline
Senior Deputy Vice Chancellor and Registrar Deputy Vice Chancellor (Education) DVC (Community Engagement) DVC (Research)	2.1. Raise the University community's capacity to understand the access needs of staff, students and visitors with a disability.	2.1.1 Consultative Project (Staff development): Ensure key University staff are aware of the need for the institution to be proactive in the way it identifies and addresses the access and way finding needs of all campus users.	DAIWG	Dec-17
		2.1.2. Consultative Project/Programs (Staff development): Provide all relevant Facilities Management staff and professional consultants with training in the requirements of the Standards, the Disability Standards for Education and Universal Design.	DFM	Jun-17
		2.1.3. Staff development: Provide disability awareness training to all relevant Facilities Management staff, Cultural Precinct staff, and professional consultants so that they understand the thinking behind the Codes and Standards.	DFM DCP CPO	Jun-17
		2.1.4. Consultation: Improve awareness of physical access facilities and barriers, including travel and parking issues, and explore solutions.	DAIWG	Dec-17
		2.1.5. Policy: Make a demonstrated understanding of access issues an essential criterion in relevant Facilities Management Planning, Design and Construction position descriptions and desirable in other FM PDs.	DFM/DHR	Jun-17
		2.1.6. Policy: Maintain requirement for contract staff and consultants to comply with the University's legislative obligations.	CPO DFM	ongoing
	2.2 Improve access to the physical environment for people with disability.	2.2.1. Monitor: Report to the IDC on the implementation of University physical access projects.	DFM	Jun-17
		2.2.2. Policy/Resources: Embed the UWA Building Standards into all design, construction, refurbishment and landscaping projects	DFM	Jun-17
		2.2.3. Project/Resources: Conduct a comprehensive access audit at an early stage of each project and require a report that every access and way finding issue has had appropriate consideration and grounds that not meeting specific issues will cause the University unjustifiable hardship.	DFM	ongoing
		2.2.4. Project/Resources: Ensure that all major constructions and refurbishments on campus have provision in the budget for a registered Access Consultant to be engaged across the life of the project, from the scoping stage onwards.	DFM	ongoing
		2.2.5. Project/Resources: Monitor and evaluate incorporation of UWA Standards into all design, construction, refurbishment and landscaping projects.	DFM	Jun-17
		2.2.6 Project/Resources: Prioritise the installation of hearing augmentation systems in all lecture theatres.	DFM	Jun-17
		2.2.7. Consultation/project: Improve mechanism for logging physical access and way finding features and barriers and for collection of feedback data.	DFM HDCS	Jun-17
		2.2.8. Project/Resources: Increase University residential accommodation options for students with a disability.	DSL	ongoing

		2.2.9. Consultation: Ensure that fieldwork and practical learning environments are made as accessible as possible and accommodate the specific needs of students and staff with disability.	DFM DSL DCWS DGRS	ongoing
	2.3. Monitor the overall implementation of the strategies under this objective and other physical access projects.	2.3.1. Consultation: Establish a team of key staff from Facilities Management, Safety and Health, Security, UniAccess and Equity and Diversity to discuss access and way finding issues, including complaints, on a regular basis, and to report on these to the DAIWG.	DAIWG	Jun-17
		2.3.2. Communication: Create mechanism for issues reported by UniAccess to Facilities Management to ensure they receive priority status.	DSSS DFM	Dec-17
		2.3.3. Consultation: Utilise information UniAccess audit of teaching venues to create a schedule of 'hot spots' and improvements.	DAIWG	Dec-17

**3 Outcome 3 People with disability receive information from The University of Western Australia in a format that will enable them to access the information as readily as other people are able to access it.**

Executive responsibility	Implementation Strategy	ACTION	Action Manager	Reporting Timeline
Senior Deputy Vice Chancellor and Registrar Deputy Vice Chancellor Education DVC (Community Engagement)	3.1 Raise the capacity of the University community to enable people with disability to access information.	3.1.1. Resources: There is a support mechanism for all stakeholders in providing and accessing material in the format required.	HD&CS	Jun-17
		3.1.2 Staff development: Build the capacity of University teaching and learning staff to respond effectively to the needs of students with a disability.	PVC (EI)	ongoing
		3.1.3. Resources: Identify, train or recruit a staff member with specialist knowledge of assistive technology to provide advice to staff on best practice.	HD&CS	Jun-17
		3.1.4. Project: Develop a central resource on the University website for all disability-related information, services and resources.	POSPP	Dec-17
		3.1.5. Project: Restart investigation of implementation of an online staff training program about the Disability Standards for Education	DAIWG	Jun-17
		3.1.6. Policy/Project: Require all official University websites to have a link to information or page on physical access, parking, facilities, etc. for people with a disability, and to be linked to the interactive campus map.	HD&CS	ongoing
		3.1.7. Policy/Project: Ensure University web resources meet national and international standards.	HD&CS	Dec-17
	3.2. Increase the University's capacity to provide administrative information and teaching and learning materials in accessible formats.	3.2.1. Policy/project: Continue to ensure that accessibility components of University web policy meet national and international standards.	HD&CS	ongoing
		2.2. Project: Support the ongoing development of a library environment that promotes access for people with disability to its services.	DSL	ongoing
		3.2.3. Communication: Encourage all unit coordinators to meet the needs of students with a disability by providing unit outlines three weeks before semester commences.	PVC (EI)	Jun-17
		3.2.4. Project: Develop processes for monitoring compliance with web accessibility requirements and addressing compliance issues including the requirement to provide documents in alternative format to pdf, and to provide equivalent alternative to auditory and visual content.	HD&C	Jun-17
	3.3. Improve access to information	3.3.1. Project: Continue improving all University websites to ensure they are accessible for all users with disability.	HD&C	ongoing
		3.3.2. Communication: Encourage schools and faculties to provide information in alternative formats.	HD&C	ongoing
		3.3.2. Project: Continue to regularly review the assistive technology resources in the Library Resource Rooms and upgrade when needed.	DSL HD&CS	ongoing
3.3.4. Project: Continue to offer training and support in the use of assistive technology to students and staff with a disability.		DSL	ongoing	



<b>4. Outcome 4 People with disability receive the same level and quality of service from the staff of The University of Western Australia as readily as other people.</b>				
<b>Executive responsibility</b>	<b>Implementation Strategy</b>	<b>ACTION</b>	<b>Action Manager</b>	<b>Reporting Timeline</b>
Senior Deputy Vice Chancellor and Registrar Deputy Vice Chancellor (Education) DVC (Community Engagement) DVC (Research)	4.1 Raise the capacity of Staff to provide same level and quality of service	4.1.1. Staff Development: Provide guidance to staff developing or revising existing promotional material to ensure that it provides clear information about opportunities for people with a disability, the supports available to them, course requirements, and student/staff rights and responsibilities.	CMO	Jun-17
		4.1.2. Policy: Ensure assessment policies and procedures make explicit provision for the use of procedural variations and/or alternative assessment strategies for students with a disability.	UniAcaSec DCWS	Jun-17
		4.1.3. Communication/Staff Development: Encourage staff to engage with alternative assessment practices and ensure they are responsive to the range of needs of students with a disability.	PVC (EI)	ongoing
	4.2. Establish processes to provide the same level and quality or service	4.2.1 Project: Maintain procedures so that students with a disability in higher degree programmes are able to negotiate appropriate conditions if these are required.	ADGRS	ongoing
		4.2.2. Policy: Require Schools to provide timely notification to UniAccess of any exam taken outside of the formal period to enable accommodations to be made.	DCWS DSS	ongoing
		4.2.3. Communication: Promote scholarship opportunities for students with disability.	ADGRS	Jun-17
		4.2.4. Project: Monitor postgraduate procedures to ensure that program management and service provision for students with disability are fully accessible.	ADGRS	Jun-17
	4.3. Monitor the provision of service	4.3.1. Project: Review consistency in the provision of managing formal and informal special considerations requests and implementation.	UniAcaSec DCWS CAB	Jun-17
		4.3.2. Communication: Require regular reports from the Complaints Management System to identify the number and frequency of access and way finding issues raised and develop a system to ensure these are addressed appropriately, utilising the expertise of staff identified in Objective 3 i.	DFM MCR	Jun-17
		4.3.3. Communication: Require regular reports from the Complaints Management System to identify the type and frequency of teaching and learning-related issues raised and report on these to the DAIWG, and IDC, for recommendation to the T&L Committee and other forums where appropriate.	DAIWG MCR	Jun-17

**5. Outcome 5 People with disability have the same opportunities as other people to make complaints to the University of Western Australia.**

<b>Executive responsibility</b>	<b>Implementation Strategy</b>	<b>ACTION</b>	<b>Action Manager</b>	<b>Reporting Timeline</b>
Senior Deputy Vice Chancellor and Registrar Deputy Vice Chancellor Education Deputy Vice Chancellor Community Engagement	5.1. Improve capacity to receive complaints from people with disability	5.1.1. Project: Make Complaints procedures, for staff and students, are available in alternative formats	MCR	Jun-17
		5.1.2. Communication: Ensure Complaints process is communicated and accessible to potential complainants.	MCR	Jun-17
		5.1.3. Communication: Maintain university community awareness of complaint processes.	MCR	Jun-17
	5.2. Ensure that complaints received about disability or from people with disability are monitored and managed appropriately.	5.2.1. Project: Improve ability to identify complaints relating to disability.	MCR	Jun-17
		5.2.2. Communication: Monitor complaints and provide reports as required to T & L Committee and Inclusion and Diversity Committee.	MCR	Jun-17

<b>6. Outcome 6 People with disability have the same opportunities as other people to participate in any public consultation by the University of Western Australia.</b>				
<b>Executive responsibility</b>	<b>Implementation Strategy</b>	<b>ACTION</b>	<b>Action Manager</b>	<b>Reporting Timeline</b>
Senior Deputy Vice Chancellor and Registrar Deputy Vice Chancellor Community Engagement	6.1. Enhance capacity of people with disability to participate in decision making	6.1.1. Consultation: Include people with disability on key committees.	UniSec UniAca Sec SDVC	Jun-17
		6.1.2. Project: Support the participation of people with disability in consultation by ensuring website is accessible and providing information in accessible formats.	HD&C	Jun-17
		6.1.3. Consultation: Establish a student and staff focus group to provide comment on the DAIP and the DAIP implementation schedule.	DAIWG POSPP	Jun-17
		6.1.4. Project/Communication: Continue to monitor information obtained from University grievance procedures, Equal Opportunity Surveys and other mechanisms to ensure that emerging issues/needs or trends continue to be addressed.	DAIWG POSPP	Jun-17
	6.2. Enhance monitoring of participation of people with disability in decision making.	6.2.1. Communication Ensure that the DAIWG maintains central role in monitoring and addressing emerging issues and trends.	SDVC IDC	Jun-17
		6.2.2. Project: Continue to monitor information obtained from University grievance procedures, Equal Opportunity Surveys and other mechanisms to ensure that emerging issues/needs or trends continue to be addressed.	DAIWG POSPP	Dec-17

**7. Outcome 7 People with disability have the same opportunities as other people to seek employment at the University of Western Australia.**

<b>Executive responsibility</b>	<b>Implementation Strategy</b>	<b>ACTION</b>	<b>Action Manager</b>	<b>Reporting Timeline</b>
Senior Deputy Vice Chancellor and Registrar	7.1. Develop capacity to maintain employment and development opportunities for staff with a disability.	7.1.1. Communication/Consultation Maintain and develop MOUs with service providers	DHR	Jun-17
		7.1.2. Project: Work with Career Mobility Officer and HR Services (Recruitment) to locate suitable work experience, promotion or development opportunities for staff with a disability.	DHR	Jun-17
	7.2. Promote employment and development opportunities for staff with a disability.	7.2.1. Communication: Encourage staff with a disability to participate in leadership programmes and workshops.	DHR	Dec-17
		7.2.2. Project: Improve accessibility of workshops and programmes for staff with a disability	DHR	Dec-17
	7.3. Monitor and analyse employment and development opportunities for staff with a disability.	7.2.3. Project: Explore methods of capturing more comprehensive data about staff with a disability.	DHR	Jun-17