



*Building an Inclusive Community*

University of Tasmania  
Equity and Diversity Plan  
2009-2010

# Table of Contents

<b>Topic</b>	<b>Page No</b>
Introduction by the Deputy Vice-Chancellor (Academic) and Provost .....	3
The Strategic Context .....	4
Key Principles .....	4
Institutional Equity and Diversity Goals .....	5
Institutional Implementation Actions .....	6-8
Equity and Diversity Plan Co-ordinators .....	9
Implementation of the Plan – Roles and Responsibilities .....	10
Report Against Plan .....	11
Contacts/Information .....	12
Pro Forma for Faculty/Division Plans .....	13

## Introduction

---

To all Staff and Students

I am pleased to present to you "*Building an Inclusive Community*", the University's Equity and Diversity Plan for the period 2009-2010.

The University, through this Plan, gives high priority to the principles and practice of equal opportunity in all areas of teaching, learning, research, human resource policy and management. The objectives of the Plan extend to addressing barriers which may hinder the attraction, retention and success of staff and students studying and working at UTAS, and highlight the University's focus on addressing work-life balance issues and eliminating unlawful discrimination.

The Plan identifies eight key principles that underpin six institutional goals. I encourage all staff and students to contribute to the achievement of the Plan's goals by embracing the values articulated in those key principles. It is through these that the Equity and Diversity Plan promotes, in a practical way, an inclusive community in which diversity is embraced and celebrated, rights are protected and all students and staff are able to achieve their full potential.

**Professor David Rich**  
**Deputy Vice-Chancellor (Academic) and Provost and**  
**Chair, Equal Opportunity Committee**

## 1. The Strategic Context

The University of Tasmania is committed to a policy of equal opportunity in education and employment. This includes the provision of a working and learning environment that is free from all forms of harassment and discrimination and in which all individuals are treated with dignity, courtesy and respect.

The University's commitment to equity and diversity is linked to the **2008-2010 University of Tasmania Strategic Plan (EDGE 2)**. Through action areas A2, A3 and A6 under **Priority A** and action area B2, under **Priority B**, the University aims to:

### *Priority A:*

2. *Optimise the range of support programs for prospective and current students.*
3. *Review and enhance UTAS' human resources policies and programs to provide the framework and resources to develop, recruit and retain excellent staff.*
6. *Strengthen and increase participation in organisational professional development programs that support a high-performance culture.*

### *Priority B:*

2. *Review and strengthen tertiary preparation programs and entry pathways to support a broader range of students.*

## 2. Key Principles

UTAS has identified eight key principles that underpin the goals of the Equity and Diversity Plan and which articulate the university's equity and diversity values. These principles are:

1. All people have inherent dignity and have the right to be treated with courtesy and respect.
2. The university has a responsibility to provide an environment that is free from harassment and discrimination for all of its members.
3. All members of the university community, including staff, students and visitors have an active role to play in implementing the Equity and Diversity Plan.
4. Inclusive practices are usually more effective and less discriminatory than residual services that target the needs of particular groups.
5. Diversity and difference amongst the university population are acknowledged and accepted as valuable characteristics that have a legitimate place within the university.
6. Staff and students have the right to determine for themselves whether they require special consideration for their particular needs.
7. The indigenous peoples of Tasmania are recognised as the land's original inhabitants and as the traditional custodians, dispossessed and disempowered in the process of European invasion. The university acknowledges the special place of Aboriginal culture and values in the university community.
8. To be effective, equal opportunity considerations must be integrated into university processes and practices at all levels.

### **3. Institutional Equity and Diversity Goals**

UTAS has identified six institutional goals in relation to Equity and Diversity that it aspires to achieve over the next triennium. These institutional goals are to:

1. Increase the recruitment and retention of students from equity target groups.
2. Increase the number of female staff in senior academic and general staff positions and leadership positions.
3. Increase the number of Aboriginal and Torres Strait Islander people employed at the University.
4. Identify and remove barriers to work and study for people with disability.
5. Promote a working and learning environment that recognises the importance of maintaining study/work/life balance.
6. Increase awareness of the value of diversity across the institution.

#### 4. Institutional Implementation Actions

A series of institutional implementation actions have been developed in relation to each institutional equity and diversity goal, and ownership for each action (at the strategic and operational levels) has been identified. Each Faculty and Division will be required to have in place a Faculty/Divisional Equity and Diversity Plan detailing what actions will be implemented at the Faculty/Divisional level to support the achievement of the institutional goals.

*Note: Pro-forma for Faculty/Divisional Plans can be found in Appendix 1.*

##### **Institutional Equity and Diversity Goal 1** Increase the recruitment and retention of students from equity target groups.

<b>Institutional Goal Owner/s</b>	<b>Implementation Action</b>	<b>Operational Goal Owner/s</b>	<b>Target</b>	<b>Performance Measure</b>
PVC (S&E)	Expand the first year student transition and retention program (Transition Support Service) to encompass an integrated university wide model which specifically targets areas of high attrition and students with 'attrition risk' characteristics	Student Services	Strategies to identify and target students with 'attrition risk' characteristics developed and implemented by end 2008 Research paper complete Jan 2009  Year 1 evaluation report complete May 2009	Evidence that retention rates within targeted at risk student population is comparable with general population data
EDFA	Pilot an Early Offer, Acceptance and Pathway Proposal for 2009 cycle which provides a shorter timeframe from application to offer to acceptance, and ensures the applicant has support to transition effectively to study. The proposal is to include early offering of scholarships where appropriate, and greater access to information and support from a range of stakeholders including Transition Student Advisers and CALD Support Officers	Student Centre	Pilot underway by October 2008 to correspond with 2009 recruitment and admission cycle	Evaluation of the 2009 cycle demonstrates correlation between increase in the number of offers, acceptance of offers and subsequent enrolments in comparison to 2008 cycle

##### **Institutional Equity and Diversity Goal 2** Increase the number of female staff in senior academic and general staff positions and leadership positions.

<b>Institutional Goal Owner/s</b>	<b>Implementation Action</b>	<b>Operational Goal Owner/s</b>	<b>Target</b>	<b>Performance Measure</b>
Deans/Heads of Division/Principal, AMC	Continue to work towards achieving and maintaining the University's target of increasing the number of females in senior academic positions	Human Resources	By December 2010: 35% at Level C 20% at Level D and above 15% Heads of Budget Centre	Increase in the number of females in senior academic positions
EDFA	Investigate the University's credentials for achieving Employer of Choice for Women (EOCFW) Status from the Equal Opportunity for Women in the Workplace Agency (EOWA) in 2009	Human Resources	Investigation to be completed by August 2009	If apply, successful attainment of EOCFW citation and maintenance of citation for a period of 3 continuous years

**Institutional Equity and Diversity Goal 3**  
**Increase the number of Aboriginal and Torres Strait Islander people employed at the University.**

Institutional Goal Owner/s	Implementation Action	Operational Goal Owner/s	Target	Performance Measure
Deans/Heads of Division/Principal, AMC	Implement the 2008-2010 University of Tasmania Aboriginal Employment Strategy The AES can be found at: <a href="http://www.admin.utas.edu.au/hr/manual/aes_2008-2010.pdf">http://www.admin.utas.edu.au/hr/manual/aes_2008-2010.pdf</a>	Human Resources Riawunna	Over duration of strategy: 4 Academic positions 6 Cadetships 6 Traineeships 4 Graduate Placements	Successful achievement of employment targets set out in Strategy

**Institutional Equity and Diversity Goal 4**  
**Identify and remove barriers to work and study for people with disability.**

Institutional Goal Owner/s	Implementation Action	Operational Goal Owner/s	Target	Performance Measure
Deans/Heads of Division/Principal, AMC/PVC (S&E)	In consultation with Deans/Heads of Division, review and update the University's Staff and Student Disability Policy	Student Services Human Resources	Policy and procedures updated by December 2009	Increase in awareness of managers about disability issues. Measured through the implementation of an Student/Services HR survey by June 2010
Deans/Heads of Division/Principal, AMC	Review the University's policy framework and identify barriers that may prevent people with disability applying for and/or working or studying at UTAS and revise as appropriate	Policy Owners	Policy framework assessed and revised by December 2010	Increase in the number of staff and students with disabilities accessing study and/or work opportunities

**Institutional Equity and Diversity Goal 5**  
**Promote a working and learning environment that recognizes the importance of maintaining study/work/life balance.**

Institutional Goal Owner/s	Implementation Action	Operational Goal Owner/s	Target	Performance Measure
EDFA PVC (S&E)	Develop support documentation detailing work/life balance strategies for staff and students	Human Resources/Student Services	Q&A brochures for managers and staff developed by December 2009  Review information available to students on study/life balance and develop/update information as required  Review Exit Surveys to determine the number of staff exits on account of	Increase in awareness of managers about employment flexibility measured through the implementation of an HR survey by June 2010  Reduction in students presenting to service providers (i.e. student counsellors, staff counseling service) with study/life balance concerns.  Reduction in exits on account of non-flexible work practices.

			non-flexibility in work arrangements.	
EDFA PVC (S&E)	Develop and implement a range of staff student programs that focus on staff and students achieving study/work/life balance	Human Resources/Student Services	Provide training programs in work/life balance as part of Equity and Diversity Week 2009 and 2010	Reduction in staff and students presenting to service providers (i.e. HR, student counsellors, staff counseling service) with work/life balance concerns.

### Institutional Equity and Diversity Goal 6

Increase awareness of the value of diversity across the institution.

Institutional Goal Owner/s	Implementation Action	Operational Goal Owner/s	Target	Performance Measure
EDFA PVC (S&E)	Investigate the establishment of an on-line training program for students to inform them of their rights and responsibilities in relation to Harassment and Discrimination legislation and which promotes the value of diversity within the university community	Human Resources/ Student Services	Initial investigation completed by December 2009 Trial of program in 2010	15% of first year students in each Faculty to have participated in trial in 2010
Deans/Heads of Division/Principal, AMC PVC (S&E)	Implement the ALLY program to increase support to students and staff identifying as gay, lesbian, bisexual, transgender or inter-gender (GLBTI).  <i>Note: The ALLY program is a program whereby staff and students volunteer and are trained to provide support to GLBTI staff and students. This program was developed by the University of Western Australia has been successfully implemented at a number of other Universities.</i>	Human Resources/ Student Services	Program implemented by December 2010	Reduction in complaints received from staff and students regarding harassment relating to sexual orientation
EDFA	Develop and implement an annual program of diversity management awareness training for managers and staff.	Human Resources	Continue to deliver Equity & Diversity Week professional development activities	- All new Heads and Deputy Heads of Budget Centres to undertake training in Harassment & Discrimination prevention and resolution within 3 months of taking up appointment - All Heads and Deputy Heads of Budget Centres to undertake refresher in the above training every 3 years - All work units with newly appointed Aboriginal staff members to undertake Cultural Awareness training within one month of appointment
Deans/Heads of Division/Principal, AMC/ Executive Management Group	Develop and implement a policy statement that supports gender, campus balance and diversity on key university committees	Human Resources	Females to be at least 40% of membership of Key University committees by December 2010	Achievement of 40% target
Deans/Heads of Division/Principal, AMC	Review Committee membership annually and report to EOC on membership of University committees	Human Resources	Review completed by December 2010	Membership of decision making bodies to reflect the diversity of the university community

## 5. Equity and Diversity Plan Co-ordinators

Each Faculty/Division will be required to appoint an Equity and Diversity Plan Co-ordinator who will have responsibility for assisting the Dean/Head of Division with developing a Faculty/Division Equity and Diversity Plan and implementing that Plan at the Faculty/Divisional level. The roles and responsibilities of Equity and Diversity Plan Co-ordinators are as follows, and were endorsed by the Equal Opportunity Committee in March 2006:

The Faculty/Divisional Equity and Diversity Plan Co-ordinator will be responsible for:

- Promoting the UTAS Equity and Diversity Plan within the Faculty/Division.
- Providing assistance to the Dean/Head of Division in implementing Equity and Diversity Plan goals at the Faculty/Divisional level.
- Identifying (in consultation with the Dean/Head of Division and Heads of School/Section) strategies for implementing Equity and Diversity Plan goals at the Budget Centre level.
- Contributing to the development of future Equity and Diversity Plan objectives and implementation strategies.
- Co-ordinating the receipt of annual reports against plans from Budget Centres within the Faculty/Division for inclusion in the annual Equity and Diversity Plan Report.
- Assisting with the compilation of the Annual Equity and Diversity Plan Report to the Equal Opportunity Committee.
- Undertaking relevant Equity and Diversity training.

The Faculty/Divisional Equity and Diversity Plan Co-ordinator will **not** be responsible for:

Providing advice to individual staff members within the Faculty/Division on matters relating to harassment or discrimination issues.

## 6. Implementation of this Plan – Roles and Responsibilities

Implementation of this Plan is the responsibility of all members of the university community. In particular:

<b>Staff and students</b>	<p>Are responsible for:</p> <p>Ensuring that their behaviour is respectful of the rights and differences of others.</p>
<b>Heads of Budget Centres</b>	<p>Are responsible for:</p> <p>Promoting equal opportunity and a work and learning environment that is free from all forms of harassment and discrimination.</p>
<b>Deans and Heads of Division</b>	<p>Are responsible for:</p> <ul style="list-style-type: none"> <li>• The implementation of the Plan through the development of Faculty/Division based Equity Plan strategies. This responsibility is outlined within the Equity and Diversity Management Accountability Framework which can be found at <a href="http://www.admin.utas.edu.au/hr/eeo/policy_docs.html">http://www.admin.utas.edu.au/hr/eeo/policy_docs.html</a>.</li> <li>• Reporting to the Equal Opportunity Committee on progress towards implementing the Plan's objectives and contributing to future plans.</li> </ul>
<b>Equity Plan Co-ordinators</b>	<p>Are responsible for:</p> <p>Assisting Deans and Heads of Division with implementing this Plan at Faculty/Division level.</p>
<b>Human Resources and Student Services (Manager, Strategic Human Resources, Equity and Diversity and Manager, Student Services)</b>	<p>Are responsible for:</p> <ul style="list-style-type: none"> <li>• Developing and implementing operational initiatives, programs and activities that address the strategies at an institutional level.</li> <li>• Providing advice and guidance to Managers and members of the University community on implementation of this Plan.</li> </ul>
<b>The Equal Opportunity Committee (EOC)</b>	<p>Is responsible for:</p> <p>Monitoring, evaluating and continued development of the Equity and Diversity Plan.</p>

## **7. Report Against Plan**

Each Faculty/Division will be required to provide an annual report outlining their achievements against their Faculty/Division Equity and Diversity plan strategies, and outlining their Faculty/Divisional plans for the following year.

An annual Report Against Plan, incorporating the above, will be submitted to the Equal Opportunity Committee and Academic Senate at the first meeting of each committee each year, outlining progress against the objectives of the university Equity and Diversity Plan. The Report Against Plan will highlight institutional achievements as well as achievements made at the Faculty/Division level.

## 8. Contacts/Information

More information about this Plan can be obtained from:

Manager, Strategic Human Resources  
Human Resources  
Private Bag 102  
HOBART

Ph: 6226 2024  
Fax: 6226 7536

Manager, Student Services  
Student Services  
Private Bag 2  
HOBART

Ph: 6226 2099  
Fax: 6226 2059

**APPENDIX 1  
PRO-FORMA FOR FACULTY/DIVISION EQUITY PLANS  
2009-2010**

Faculties/Divisions to detail which goals they will contribute to and the strategies they will implement to achieve the above institutional goal/s

---

**FACULTY OF ARTS  
EQUITY AND DIVERSITY PLAN FOR THE PERIOD 2009-2010**

**Institutional Equity and Diversity Goal 1  
Increase the recruitment and retention of students from equity target groups**

Faculty/Division Implementation Strategies (for achieving the above institutional goal)	Strategy Owner	Target	Performance Measure

**Institutional Equity and Diversity Goal 2  
Increase the number of female staff in senior academic and general staff positions and leadership positions**

Faculty/Division Implementation Strategies (for achieving the above institutional goal)	Strategy Owner	Target	Performance Measure

**Institutional Equity and Diversity Goal 3  
Increase the number of Aboriginal and Torres Strait Islander people employed at the University**

Faculty/Division Implementation Strategies (for achieving the above institutional goal)	Strategy Owner	Target	Performance Measure

--	--	--	--

**Institutional Equity and Diversity Goal 4**  
**Identify and remove barriers to work and study for people with disability.**

Faculty/Division Implementation Strategies (for achieving the above institutional goal)	Strategy Owner	Target	Performance Measure

**Institutional Equity and Diversity Goal 5**  
**Promote a working and learning environment that recognises the importance of maintaining study/work/life balance.**

Faculty/Division Implementation Strategies (for achieving the above institutional goal)	Strategy Owner	Target	Performance Measure

**Institutional Equity and Diversity Goal 6**  
**Increase awareness of the value of diversity across the institution.**

Faculty/Division Implementation Strategies (for achieving the above institutional goal)	Strategy Owner	Target	Performance Measure