



Reasonable Adjustment Policy

ISSUING OFFICE:	People and Culture Division
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PURPOSE

This policy applies to all TAC employees, contractors and temporary resources, as well as individuals applying for TAC recruitment opportunities as an external job applicant.

SCOPE AND OVERVIEW

The TAC is committed to building a diverse and inclusive work environment that is safe and accessible and embraces the skills and qualities of all our employees.

The TAC understands that there are a range of factors that impact on an individual's employment, and for some a workplace adjustment may be required to assist them whilst at work or during a recruitment process. Where reasonable, adjustments will be provided to support individuals to perform the inherent requirements of the role.

Reasonable adjustments within the workplace allow a person to:

- perform the inherent or essential requirements of their job safely in the workplace
- have equal opportunity in recruitment processes, promotion and ongoing development
- experience equitable terms and conditions of employment
- maximise productivity

DEFINITIONS

Disability: This policy adopts the broad-ranging definition of 'disability' set out in the Disability Discrimination Act (DDA) 1992. In the context of employment, this can be summarised as a condition either caused by accident, trauma, injury, genetics or disease that may restrict an individual's mental, emotional, sensory or mobility functions to apply for and/or undertake a job in the same way as a person without disability. This covers physical, sensory, intellectual, learning, neurological and psychiatric disability. Disability may be temporary or permanent, total or partial, lifelong or acquired. The DDA definition also includes disability that presently exists, previously existed but no longer exists, or may exist in the future for an individual.

Inherent Requirements: Core activities and tasks that must be carried out in order to effectively perform a job role. Inherent requirements relate to results, or *what* must be accomplished, rather than means, or *how* it is accomplished.

Reasonable Adjustment: A reasonable adjustment (also called a workplace adjustment or workplace accommodation) is a change to a work process, practice, procedure or environment that enables an employee with disability to perform their job in a way that minimises the impact of their disability. Reasonable adjustments do not necessarily require any expenditure, and may relate to working arrangements or working methods.



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Unjustifiable Hardship: Unjustifiable hardship occurs when an employer cannot make reasonable adjustments to accommodate a worker because the adjustments would cause detriment to the business.

Reasonable Adjustment Plan: A Reasonable adjustment plan will be formalised at the completion of this process. The HSW Consultant will develop this in collaboration with the applicant/employee, treating practitioners, the employee's line manager and P&C representative. A copy of this will be distributed to each of these stakeholders as well as being confidentially stored on the employee file.

COMMUNICATION

The TAC will ensure that all employees and external applicants are made aware of the availability of reasonable adjustments. Reasonable adjustments may include but are not limited to:

- Making changes to an interview processes to enable a person with an injury or disability to demonstrate their ability to do the job
- Job redesign
- Providing additional training, retraining, mentoring or support
- Providing essential information in suitable formats (e.g. document formats)
- Modifications to equipment or the supply of specialised equipment, furniture or work related aids
- Flexible work arrangements, or
- Alterations to premises or work areas

Current Employees

The TAC will ensure that the Reasonable Adjustment Policy and procedure is communicated and made available to all employees.

External Job Applicants

The TAC will ensure all applicants are notified of the availability of reasonable adjustments during the recruitment and selection process.

MAKING A REASONABLE ADJUSTMENT REQUEST

Employees

Current employees should directly contact their line manager and/or HSW Consultant to discuss reasonable adjustments in relation to their current role. Employees should contact the nominated P&C representative or hiring manager if a reasonable adjustment is required in relation to an internal recruitment process.

External Job Applicants

From advertisement through to starting in a new role, external applicants can seek reasonable adjustment to ensure the recruitment process allows all prospective applicants an equal opportunity to demonstrate that they are the best person for the role.

Applicants need to inform the nominated P&C representative in writing and/or verbally, at any stage during the recruitment process, if they require reasonable adjustments when applying for a role. The P&C representative will work with the applicant, the hiring manager and an HSW Consultant to develop a proactive solution.

Hiring Managers

Hiring Managers are required to contact their HSW Consultant to seek advice relating to a reasonable adjustment request during a recruitment and selection process



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REASONABLE ADJUSTMENT APPLICATION FORM

A reasonable adjustment application form needs to be completed to enable the request to be assessed. The manager or hiring manager and HSW Consultant will assist the applicant or employee complete this form, where necessary. The form is to be emailed to hsw@tac.vic.gov.au.

[Click here for Reasonable Adjustment Form](#)

On receipt of the reasonable adjustment application form, the HSW Consultant will confirm receipt and confidentially record the request.

ASSESSMENT OF REASONABLE ADJUSTMENT REQUEST

The applicant, hiring manager and HSW, or the employee, their manager and HSW will work in collaboration to identify appropriate reasonable adjustments, where necessary.

The applicant/employee must provide written evidence of their functional limitations; this information is to be provided by a medical practitioner or other treating health professional, unless advised otherwise by the HSW Consultant.

The provided medical evidence will be reviewed by the applicant/employee and HSW Consultant to identify possible reasonable adjustments specific to the role which would enable the applicant or employee to perform the inherent requirements of the role*.

*Consultation with relevant internal and/or external stakeholders will be undertaken, as required on a case-by-case basis, to ensure an informed decision can be reached. The following stakeholders may be contacted and/or information requested to enable an informed decision to be made:

Stakeholders

- The hiring manager / employee's manager
- A designated working group's Health, Safety & Wellbeing Representative (HSWR)
- The Assistive Technology Management Advisory Group (ATMAG)
- A medical practitioner, specialist or relevant treating health practitioner
- Disability service provider(s)
- IT specialists
- TAC People and Culture Representative

Information

- An assessment of the inherent requirements of the specific job role

Where required, consent will be sought from the applicant or employee prior to contacting the above stakeholders.

Having obtained the necessary information to make an informed decision the HSW Consultant will advise as to whether or not the TAC can support a reasonable adjustment/s.

IMPLEMENTATION OF REASONABLE ADJUSTMENTS

Where a decision is made to implement a reasonable adjustment, the HSW Consultant will provide notification verbally and in writing of this outcome to the applicant/employee.

The applicant, hiring manager and HSW Consultant or employee, manager and HSW Consultant will discuss the logistics of the adjustment/s. All relevant stakeholders will work together to arrange the implementation of the adjustment/s which may include the provision of necessary equipment and/or the amendment of working arrangements.



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The usual timeframes in the recruitment and selection process will be extended for the applicant / employee, to accommodate requests for reasonable adjustments.

ADDITIONAL SUPPORT FOR REASONABLE ADJUSTMENTS

The HSW Consultant will be responsible for exploring and organising, where necessary, external workplace assessments through the Australian Government's Employment Assistance Fund (EAF) which can be accessed through JobAccess Services. Further information about EAF and JobAccess can be found at www.jobaccess.gov.au.

PRIVACY AND CONFIDENTIALITY

All documents relating to requests for Reasonable Adjustments will be kept confidential and will only be disclosed in accordance with the provisions of the Privacy Act 1988 (Cth). All relevant stakeholders involved in the process, including the applicant or employee are responsible for maintaining confidentiality and privacy requirements at all times.

SUPPORTING MATERIALS

The following documents support and are to be used in conjunction with this policy:

- [TAC Enterprise Agreement 2017 - 2021](#)
- [Reasonable Adjustment Form](#)
- [Disability Discrimination Act 1992 \(Cth\)](#)
- [Fair Work Act 2009](#)
- [Privacy Act 1988 \(Cth\)](#)
- [Occupational Health and Safety Act 2004](#)
- [JobAccess Services](#)
- [Recruitment & Selection Policy](#)
- [Reasonable Adjustment Plan](#)

Review Information			
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