

Workplace Adjustments Procedure

Procedure Number:	PRDI-01	Original Issue:	22/12/2022
Responsible Officer:	Coordinator, Diversity & Inclusion	Current Version:	22/12/2022
Authorised Officer:	Chief Executive Officer	Due for review:	Bi-annual 22/12/2024

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Purpose

The purpose of this procedure is to provide information to staff about workplace adjustments and to outline the procedure for employees to request workplace adjustments and how relevant people should respond.

Relevant Policy/Policies

Workplace Adjustments Policy - PODI-01

Flexible Working Policy - POHR21

Roles and Responsibilities

Where the cost of a workplace adjustment will exceed \$500, the manager can apply to www.jobaccess.gov.au or telephone 1800 464 800 to source government funding.

People and Culture are responsible for monitoring and reporting on de-identified data regarding implementation of workplace adjustments. This data will include the raw number of adjustments, retention of employees, costs of adjustments and satisfaction.

Procedure

A workplace adjustment is a change to a work environment, to enable an employee to perform their job effectively, to the best of their ability.

Adjustments can be applied to the recruitment and selection process and candidates should be asked whether adjustments are required at each stage of the recruitment process.

Successful candidates will be asked about workplace adjustments through their manager and People and Culture. This can be facilitated through the Request for Adjustment Form. This form should be kept on the employee's file, signed by the manager who has implemented the workplace adjustment.

All employees can request a workplace adjustment at any time, through their manager by filling out the Request for Adjustment Form.

Step 1:

When the Request for Adjustment Form is completed, it is then forwarded to People and Culture via humanresources@gotafe.vic.edu.au and if you have any questions you can phone the Coordinator, Diversity and Inclusion on 0400 034 703.

Step 2:

Requests for adjustment is considered by People and Culture, in conversation with the employee and manager – discussing their requirements. The approved adjustment is processed by People and Culture through the Workplace Adjustments Fund cost centre, being automatically approved if less than \$500 or through [JobAccess Employment Assistance Fund](#) for adjustments that are likely to cost \$500 or more.

Step 3:

If approved, People and Culture will forward the form and recommendation for adjustments to the manager who will action the approved adjustments and liaise with the employee. If assistance or advice is required at this stage, the Coordinator, Diversity and Inclusion can be contacted DGardner@gotafe.vic.edu.au or on 0400 034 703.

If not approved, this will be confirmed by the Director of People and Culture and alternative adjustments can be negotiated and implemented. People and Culture may not approve because the cost of accommodating the workplace adjustment would constitute 'unjustifiable hardship' to GOTAFE.

Review:

The workplace adjustment should be reviewed as soon as possible after implementation of the adjustment, the outcome of which should be documented on the Request for Adjustment Form and reviewed again after three months.

If you have any feedback on the Workplace Adjustments process, or your experience, please feel free to contact the Coordinator, Diversity and Inclusion on DGardner@gotafe.vic.edu.au or 0400 034 703.

Definitions

Unjustifiable hardship – an adjustment is considered reasonable unless it causes “unjustifiable hardship” to GOTAFE. Unjustifiable hardship could be in the form of financial cost, an amendment to the physical building that is not possible due to council, building code or other restrictions that causes unreasonable disruption.

Documentation and regulation

Disability Discrimination Act (Cth) 1992

Equal Opportunity Act (Vic) 2010

Disability Act (Vic) 2006

Fair Work Act (Cth) 2009

Privacy Act 1988

Occupational Health and Safety Act (Vic) 2004

Occupational Health and Safety Regulations (Vic) 2017

Request for Adjustment Form