



## Sydney Olympic Park Authority Policy

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# ADJUSTMENT POLICY FOR PERSONS WITH DISABILITY

## Statement of Commitment

The Sydney Olympic Park Authority (the Authority) is committed to the principles of equal employment opportunity in all areas of employment. The principle of adjustment is a key component in providing employment equity and opportunities to persons with a disability, and is an expression of the Authority's commitment to these principles. Effective adjustment will optimise a person's contribution to the organisation's performance and service delivery.

## What is Adjustment?

Adjustments are changes that the employer makes to facilitate the selection, work performance, or access to opportunities for people with a disability. The Anti-Discrimination Act 1977 (as amended) makes it unlawful to directly or indirectly discriminate in employment on the ground of disability. It is also unlawful for the employer to fail to make adjustments in the workplace to enable people with a disability to carry out a job for which they are qualified. The Act, however, recognises that employers may not make adjustments where those adjustments would result in unjustifiable hardship.

Adjustments can be made in a number of ways. These include:

- changes in job design, ie changing some tasks of a job with tasks of another job, eg replacing telephone duties for filing duties for a deaf person
- providing equipment, eg Braille word processors or telephone typewriters
- providing improved access to, and within, the workplace. This may involve altering the physical layout of the office, or work location, to provide unobstructed access and communication, or providing better access to the work location itself, eg provision of parking spaces near an accessible lift or entrance.
- provision of flexible working arrangements, eg varying starting and finishing times to avoid peak public transport times, and allowing regular short breaks for staff with particular needs, eg diabetics. Employees would still need to work the same number of hours as other staff and carry out the duties of the job.

It is the Authority's policy to accommodate adjustments such as these to maximise employment opportunities for people. This is in keeping with the Authority's broader Access strategy which will ensure that people with a disability have access to the facilities, programs and activities of Sydney Olympic Park.

## **Recruitment and Selection**

A disability may create a difference in the way a person does their work. Applicants with a disability should be considered in the light of their appropriate skills and experience. Where a person with a disability is the best person for the job in terms of the main requirements of the position, but may be unable to do some minor aspects of the job, consideration is to be given to adjustments to minimise or eliminate the effects of the disability. If an appropriate adjustment is made the staff member will be able and expected to perform in the relevant job, and receive performance management and feedback in the same way as other employees.

## **Other areas where adjustment can be applied**

Adjustments are also to be considered to enable staff members to participate in training and have access to career paths. This should include consideration of adjustments to allow staff to act in higher graded positions.

Adjustment considerations need also to be taken into account when restructure, transfer and redeployment issues are being addressed, particularly where a relocation is involved.

Financial assistance may be available to purchase equipment under the Government's Technical Equipment Program, administered by the Department of Education and Communities.

## **Communication**

Managers are to ensure that all staff within an area are aware of any adjustment to working patterns, or the office environment.

Assistance with the implementation of the policy is available from the Manager, Human Resources, who can be contacted on 9714 7307.

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