



Workplace Adjustments Commitment

Inner West Council is committed to an inclusive recruitment and employment experience.

We recognise that workplace adjustments may be needed to support equitable access and participation. In line with the *Disability Discrimination Act 1992*, Council will work with applicants and employees to identify and provide workplace adjustments throughout recruitment and employment wherever possible.

A workplace adjustment is a change to a process, procedure, work environment, equipment or communication method that enables a person with disability to:

- perform their role effectively
- work safely and productively
- feel included and supported
- participate fully in the workplace
- access employment opportunities on an equal basis.

Applying for a Position

If you require an adjustment during the recruitment process, please let us know when you apply or contact the advertised contact person.

Requesting an adjustment will not disadvantage your application. We value diversity and are committed to building a workforce that reflects the community we serve.

Important Information

- Adjustments can be requested at any stage of the recruitment process.
- If a requested adjustment cannot be provided, we will work with you to identify alternative supports.
- Information you share about your disability or access requirements will only be used to support the recruitment process.



- There is no cost to you for requesting an adjustment.

Examples of Recruitment Adjustments

- Interview questions provided in advance.
- Written responses as an alternative to verbal interviews.
- Alternative assessment methods.
- Additional time for interviews or assessment tasks.
- Accessible documents and assessment materials.
- A scribe for written tasks.
- Assistance accessing interview locations.
- Adjustments to interview environments, such as reduced noise or improved lighting.
- Auslan interpreters or real-time captioning.
- Use of personal assistive technology.
- Alternative interview formats, including telephone, videoconference or the National Relay Service.
- Flexible interview times and dates.

Before You Start Employment

If you are offered a position, speak with your manager or the People and Culture team about any workplace adjustments you may need so arrangements can be made before you commence.

Examples of Workplace Adjustments

Workplace adjustments are tailored to individual needs and may include:

Flexible Work Arrangements

- Flexible start and finish times.
- Working from home, where operationally appropriate.
- Part-time arrangements.



- Alternative work locations.

Communication and Information

- Alternative communication methods.
- Accessible documents and digital content.
- Information provided in different formats.
- Workplace mentors or support persons.

Job Design and Development

- Modification of non-essential job tasks.
- Redistribution of duties.
- Adapted learning, performance and development processes.

Assistive Technology and Equipment

- Accessibility features on workplace devices.
- Screen readers, screen magnification and speech recognition software.
- Adjustable desks, chairs, monitors, keyboards and mice.
- Refreshable Braille displays and adaptive switches.

Work Environment

- Ergonomic or occupational therapy assessments.
- Accessible workstations and furnishings.
- Braille signage in shared work areas.
- Accessible parking close to the workplace.

Psychosocial Disability Adjustments

Examples may include:

- An Employee Support Action Plan (WRAP for Work).
- Flexible work hours.
- Time in lieu arrangements for wellbeing or medical appointments.



- Clear performance expectations and responsibilities.
- Clarified decision-making processes and accountabilities.
- Alternative methods for receiving feedback or directions.
- Additional supervision or regular check-ins.
- Access to a quiet space when needed.

Requesting a Workplace Adjustment

Employees can request a workplace adjustment at any stage of their employment by speaking with their manager or contacting the People and Culture team.