



Australian  
National  
University

# Staff Information Guideline

## Workplace Adjustment Central Funding Assistance

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# Workplace adjustment central funding assistance

Central funding for workplace adjustments is available for university staff in certain circumstances. The University provides this funding to:

- Support a staff member living with a disability;
- Effectively maintain or return a staff member back to work; and
- Remove any delay in accessing workplace adjustments required.

Support for workplace adjustment central funding is an ANU internal process and is separate to other University support schemes including:

- Adviser to staff and employee assistance program counselling  
<https://services.anu.edu.au/human-resources/wellbeing/employee-assistance-program>;
- Early intervention funding assistance for work-related injury or illness  
[https://policies.anu.edu.au/ppl/document/ANUP\\_000760#:~:text=If%20you%20are%20a%20University%20staff%20member%20with%20a%20minor](https://policies.anu.edu.au/ppl/document/ANUP_000760#:~:text=If%20you%20are%20a%20University%20staff%20member%20with%20a%20minor)
- Workers' compensation claims scheme  
<https://services.anu.edu.au/human-resources/health-safety/workers-compensation-at-anu#:~:text=The%20ANU%20is%20a%20self-insured%20licensee%20under%20the%20Safety,%20Rehabilitation>; and the
- Staff relief fund  
<https://services.anu.edu.au/human-resources/wellbeing/staff-relief-fund>.

Further information on workplace adjustments can also be found at <https://services.anu.edu.au/human-resources/health-safety/workplace-adjustments#:~:text=Workplace%20adjustment,%20previously%20referred%20to%20as%20a%20'reasonable%20adjustment',%20is>.

Information for staff on completing a workplace adjustment plan is available at link <https://services.anu.edu.au/files/2024-10/Workplace%20Adjustments%20Information%20Guide%20for%20Staff.pdf>

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## Who is eligible for workplace adjustment funding?

University staff can request assistance with funding for workplace adjustments if they are unable to be funded through an alternate source listed below. Table 1 provides information for deciding on the most appropriate funding source for your requirements.

**Table 1: Funding sources for workplace adjustments**

Criteria	Recommended Funding Source
Injury, illness, or disability is work-related.	Submit Figtree Incident Notification <a href="https://services.anu.edu.au/information-technology/software-systems/figtree-workplace-safety-incident-hazard-reporting-tool">https://services.anu.edu.au/information-technology/software-systems/figtree-workplace-safety-incident-hazard-reporting-tool</a>  Apply for early intervention funding assistance <a href="https://policies.anu.edu.au/ppl/document/ANUP_000760">https://policies.anu.edu.au/ppl/document/ANUP_000760</a> or workers compensation claim eligible payments <a href="https://services.anu.edu.au/human-resources/health-safety/workers-compensation-at-anu">https://services.anu.edu.au/human-resources/health-safety/workers-compensation-at-anu</a>
Workplace adjustment required is a standard furniture, equipment or computer peripheral item that is available through ANU procurement arrangements.	Item to be ordered through by local business contact. College or Portfolio business area to fund.

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Criteria	Recommended Funding Source
Workplace adjustment required is a standard computer software item that is available through ANU service catalogue.	Item to be requested through IT service catalogue. College or Portfolio business area to fund. Where an Assistive Technology license requires upgrading due to ANU IT changes and the user has an ongoing need, the upgrade may need to access central funding.
Item required is a more specialist equipment, or software item, which needs to be retained by the staff member ongoing.	<p data-bbox="860 568 1839 603">Complete request to Job Access: Employee Assistance Fund (EAF)</p> <p data-bbox="860 608 1912 683"><a href="https://www.jobaccess.gov.au/people-with-disability/funding-changes-workplace">https://www.jobaccess.gov.au/people-with-disability/funding-changes-workplace</a>.</p> <p data-bbox="860 708 1917 778">If staff member has medical documentation for their disability and is an Australian citizen.</p>
Specialist training is required for a supervisor or work group, to support a staff member and gain a better understanding of a disability.	
Workplace adjustment required involves major building works which are not within the budget of the work business area.	
Workplace adjustment required results from a medical condition or disease covered by the National Disability Insurance Scheme (NDIS) <sup>1</sup>	Apply for funding through the National Disability Insurance Scheme (NDIS) <a href="https://www.ndis.gov.au/">https://www.ndis.gov.au/</a> . Applying to the NDIS can be a lengthy process, so staff may be eligible for central funding while the application process is underway.

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Criteria	Recommended Funding Source
Workplace adjustment required is covered through Services Australia financial assistance programs.	<a href="https://www.servicesaustralia.gov.au/financial-support-when-living-with-disability?context=60093">https://www.servicesaustralia.gov.au/financial-support-when-living-with-disability?context=60093</a>
Injury, illness, or disability is the result of a traffic related accident or a work-related injury with a previous employer.	Consider making an application through Workers' compensation, Comprehensive and Third-Party Insurance (CTP), or Transport and Accident Commission (TAC) payments.
Workplace adjustment required is covered by a private insurance arrangement or other separate funding sources.	Apply to these options to cover the costs of the adjustment required.

If none of the above criteria apply for seeking funding of the required workplace adjustments, an application to the ANU workplace adjustment central fund can be made.

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## How to apply for workplace adjustment funding

To apply for central workplace adjustment funding, complete the following and return to the injury management team [injurymanagement@anu.edu.au](mailto:injurymanagement@anu.edu.au):

- 'Request for workplace adjustment form' provided in this information pack.
- A medical certificate or report providing information about the workplace adjustments required for your medical condition or disability. If not already available to the injury management team.
- A signed 'Authority to Collect, Use and Disclose Personal Information.'
- Signed declaration form provided in this Information pack.
- Completed workplace adjustment plan provided in this Information pack.
- Invoices attached for all expenses being claimed (as applicable).

The Deputy Chief People Officer Safety and Wellbeing is the delegate for approving central funding for workplace adjustments.

The amount approved for a one off or ongoing support basis, will be reviewed case by case, and may be capped.

## Workplace Adjustment Central Funding Criteria

The following would be considered under workplace adjustment funding:

- General practitioner /specialist / treatment provider consultation and reports which can be requested to assist with the development of a workplace adjustment plan by the staff member.
- Specialist or technical recommendations or reports from expert providers.
- Specialised equipment required for the workplace, including computer hardware and approved ANU software.
- Provision and hire of mobility aid equipment.
- Other as considered appropriate by the delegate.

Any equipment purchased remains the property of the ANU and may be allocated on a staff sharing basis where appropriate, use of which to be consistent with relevant ANU policy and procedures.

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# Roles and Responsibilities

## Staff member

- Provide required documents specified in this information guide.
- Advise of any changes or revisions to workplace adjustment requirements.
- Advise of any maintenance, service or upgrade requirements for equipment or other services provided.

## Injury Management Team

- Promptly make an initial assessment on the staff member's eligibility to receive workplace adjustment assistance, within five working days.
- Notify the staff member of the decision for workplace adjustment funding, within five working days.
- Action accounts submitted against the approved amount, within two working days of receipt.

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# Staff Member Declaration

I have read the workplace adjustment information for staff and understand that funding is contingent upon my submission of the documentation listed above.

I understand that funding is provided as per approval by the delegate.

I acknowledge that I will receive a notice detailing the funding to be provided to me for workplace adjustments.

I understand that I will need to provide invoices for any reimbursement requests, up to the maximum approved by the delegate for workplace adjustment expenses.

Name	College / School or Division / Unit
University ID	Medical condition or disability
Signature	Date

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# Authority to Collect, Use and Disclose Personal Information: Workplace adjustment assistance funding

## Privacy Notice

ANU needs to collect, use and disclose your personal information about your condition, treatment, rehabilitation, and related matters, so we can facilitate reasonable adjustments (in accordance with *Disability Discrimination Act 1992*), the management of treatment, rehabilitation and/or return to work. If you do not authorise us to handle your personal information for this purpose, we may not be able to effectively facilitate your rehabilitation, return to work or workplace adjustments.

We only collect, use, or disclose your personal information in accordance with the *Privacy Act 1988*. You can access your personal information, ask us to correct inaccuracies in it, or make a complaint to us if you think we have breached our obligations under the *Privacy Act 1988*. Our Privacy Policy contains more information about how to contact us to view or correct your personal information, and how to make a complaint, and is available at the [ANU policies](https://policies.anu.edu.au/ppl/index.htm) website: <https://policies.anu.edu.au/ppl/index.htm>

ANU is not likely to disclose the personal information collected under this authority to a recipient outside Australia unless the information relates to an injury or illness sustained, or treatment provided, while you were overseas. If disclosure of personal information is made to an overseas recipient, ANU will comply with obligations in the Privacy Act applicable to the disclosure of personal information to overseas entities.

I [name] .....

(uID .....)

of [address] .....

authorise and consent to any medical practitioner, health professional, hospital or other health institution or rehabilitation provider who has examined or treated me for

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to discuss with and provide to my case manager or his or her delegate within the Safety and Wellbeing Team any reports, clinical notes or other relevant information relating to this, or other related conditions.

I authorise and consent to my case manager (or their delegate), Human Resources Management staff, any medical practitioner, health professional, hospital or other health institution or rehabilitation provider disclosing, releasing, or discussing records containing my personal and medical information, between one another. The required workplace adjustments can be discussed with my supervisor as required.

I understand that the personal information is required for the purposes of facilitating early intervention assistance, workplace adjustments, managing my treatment, rehabilitation and/or return to work.

I authorise and consent to a photocopy of this consent being sufficient evidence of my authority and consent to discuss or provide the medical information requested.

Signature .....

Date .....

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# Form: Request for Workplace Adjustment

Name	
University ID	
Position Title	
College/Division	
Location	
Phone Number	
Email	
Manager/Supervisor Name	

Please answer the following questions to assist us to understand the context of your request for Workplace adjustment/s

Please describe the inherent requirements of your role for which you need a workplace adjustment to achieve.
What specific adjustment are you seeking, if known?
A workplace assessment could assist you to determine which adjustments are needed. Please indicate whether you would benefit from an assessment.
Are there time sensitivities relating to the request? If so, please detail.

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Are you requesting funding assistance for this workplace adjustment?

If yes, what costs are associated with this workplace adjustment? If known, provide any detail on items and costs, including quotes and supplier information.

Please provide information on any workplace supports being provided or undertaken at the local level.

Employee's signature: \_\_\_\_\_

Date application submitted: \_\_\_\_\_

Deciding officer's name: \_\_\_\_\_

Approved /Declined: \_\_\_\_\_

If declined, reason: \_\_\_\_\_

Date: \_\_\_\_\_

**Note: Information contained in this form will be treated in a strictly confidential and private manner.**

Please forward this form to [injurymanagement@anu.edu.au](mailto:injurymanagement@anu.edu.au) with supporting documentation.

[ANU recognises that your privacy is very important.](#) The way we collect, use, disclose, secure and dispose of your personal information is governed by our compliance with, and obligations as an 'agency' under the Privacy Act 1988 (Cth), including the Australian Privacy Principles (APPs).

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