

A PRACTICAL GUIDE TO IMPLEMENTING REASONABLE ADJUSTMENTS



Queensland

OVERVIEW

Surf Life Saving Queensland (SLSQ) is committed to providing equitable opportunities for people with disability or underlying health conditions to participate in surf lifesaving.

This guide supports clubs and branches to make reasonable adjustments and foster inclusive, supportive environments.

It supports club leaders, volunteers and members to approach discussions about adjustments with openness and provides STEP-BY-STEP practical action, recognising that each situation may require a tailored approach.



SLSQ uses person first language which focuses on the person rather than their disability. Example of this language is a lifesaver with disability, rather than a disabled lifesaver. We must acknowledge that whilst we utilise person first language, not all people with disability will prefer this language. We recognise that all people with disability are unique and may refer to themselves differently, for example, identity-first language.

WHAT IS A REASONABLE ADJUSTMENT?

Reasonable adjustments are changes or supports that remove barriers for people with disability or health conditions so they can participate equally. Adjustments must be practical, safe and not cause unjustifiable hardship to the club or organisation.

Reasonable adjustments may include (but are not limited to):



Providing more time and support to participate in activities and awards.



Offering materials in alternative or accessible formats
(e.g., large print, Easy Read, electronic versions).



Ensuring physical accessibility of venues
(e.g. accessible seating, quiet spaces).



Adjusting communication methods to support full participation.



Providing Auslan interpreters or real-time captioning.

WHAT IS AN UNJUSTIFIABLE HARDSHIP?

There may be situations where certain adjustments cause significant difficulties or unreasonable costs for the clubs or organisation. Unjustifiable hardship refers to these circumstances and is assessed on what is fair and reasonable in each individual case.

When considering whether an adjustment may cause unjustifiable hardship, clubs should:

- Consider how adjustments can be made and discuss potential barriers directly with the person affected.
- Assess the nature of the benefit or detriment likely to result for all parties involved.
- Evaluate the financial circumstances of the club and the estimated cost of implementing the adjustment.

If a club feels that making an adjustment might cause unjustifiable hardship, it's important to talk this through and explain why. Even if an adjustment isn't possible, the club is encouraged to work with the member to explore other ways to support their inclusion and participation.

PROCESS FOR REQUESTING/IMPLEMENTING A REASONABLE ADJUSTMENT



Step 1. Self-Identification

- Members who have a disability or health condition are to notify the Activity Manager (person responsible for activity delivery such as a Club Captain, JAC or Training Officer or relevant activity supervisor).
- The club is responsible for managing and reviewing the member's Plan for Safe Participation.



Step 2. Familiarisation with Policy

- The Activity Manager will familiarise themselves with the **SLSA Policy 6.03 Inclusion and Safe Participation** to ensure its principles are understood and applied in practice.



Step 3. Plan Development

- Member to work with their health practitioner to complete a **Plan for Safe Participation Request Form**.
- A plan for safe participation should be prepared in as per **SLSQ Policy 6.03 Inclusion and Safe Participation**.



Step 4. Activity Manager Noting and Action

- Member submits completed Plan for Safe Participation Request form to the Activity Manager for noting and any required actions.
- Activity Manager to review and discuss the adjustments needed with the Member and provide reasonable adjustments.
- If the Activity Manager needs support, they can contact the SLSQ Regional Teams or email **inclusion@lifesaving.com.au**.



Step 5. Review by SLSA Medical Advisory Group (if required)

- The Activity Manager/Club/Branch may request a review of the plan.
- SLSQ will assess if an escalation to SLSA is required and approach the SLSA Medical Advisory Group in certain circumstances.
- For SLSQ support and review, please contact your SLSQ Regional Teams or email **inclusion@lifesaving.com.au**
- Outcomes of the review to SLSA:
 - Accept the plan as is, or
 - Suggest changes for the Member and healthcare professional to consider.



Step 6. Documentation

- All plans, adjustments and supporting information to be stored by the Activity Manager.
- Activity Manager should share the Plan for Safe Participation Request form with your Regional Staff from SLSQ to upload in the members Surfguard profile, following SLSA Privacy Policy
- SLSQ Regional Teams will maintain records on Surfguard and this information will need to be shared with relevant event or activity coordinator to ensure the adjustment is implemented appropriately across all club and branch events. Any information shared will be limited to what is necessary to support participation and will be managed in line with privacy obligations, confidentiality requirements and the Surf Life Saving Australia Privacy Policy.



Step 7. Ongoing Review

- Plan for Safe Participation to be reviewed and updated as required
- Treating healthcare practitioner determines the duration of the plan and review date.
- A review is required if the member's capacity changes in a way that affects safe participation

ACCESSIBILITY AT EVENTS AND ACTIVITIES

- All clubs and branches are encouraged to ensure event and activities registration forms, invitations and related communications should include a clear statement inviting participants to request reasonable adjustments.

Participants may request adjustments by:

- Indicating their needs directly on the registration or RSVP form;
e.g. Do you have any access needs or accommodations we should be aware of to ensure your full participation?
- Contacting the nominated organiser via the details provided in event communications.
- Please note that reasonable adjustments and modifications can be requested by participants or members at any SLSQ events, including Surf Sports, Come and Try Days, Junior Activities and other initiatives. Clubs and Branches are encouraged to support participants to complete a Plan for Safe Participation form to help identify and implement appropriate supports.



RELEVANT LINKS AND RESOURCES:

- [SLSA Plan for Safe Participation Request Form](#)
- [SLSA Policy 6.03 Inclusion and Safe Participation](#)
- [SLSQ Disability Inclusion Action Plan 2024-2027](#)
- [SLSA Guideline – Language Guide for People with a Disability](#)
- [SLSA Guideline – Understanding Disability Guide](#)
- [SLSA Guideline – Communicating with People with Disability](#)
- [Australian Human Rights Commission Act 1986](#)
- [Disability Discrimination Act 1992](#)
- [Anti-Discrimination Act 1991](#)

NEED HELP OR MORE INFORMATION?

If you have questions or need support please contact inclusion@lifesaving.com.au





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