



U3A Ipswich & West Moreton Inc  
ABN 23 186 788 461  
25 Eileen Street  
Booval Qld 4304  
Phone: 07 3282 7484  
Email: [contact@u3aipswich.org.au](mailto:contact@u3aipswich.org.au)  
Web: [www.u3aipswich.org.au](http://www.u3aipswich.org.au)

## **POLICY ON ACCESS FOR PEOPLE WITH IMPAIRMENTS AND DISABILITIES**

### **Background**

The Anti-Discrimination Act aims to protect people in Queensland from unfair discrimination (direct or indirect), sexual harassment and other objectionable conduct and provides a means to bring a complaint and have it resolved.

Protection under the Act includes but is not limited to sex, sexuality, age, race, religious beliefs or political beliefs, impairment, family responsibilities, discriminatory advertising or unlawful requests for information.

### **Purpose of the Policy**

The policy is intended to encourage understanding of the obligations of U3A Ipswich & West Moreton Inc (U3A Ipswich) members, tutors and volunteers under the Act which requires the equal treatment of all members and potential members regardless of age, impairment or attributes such as sex, race, religion or individual circumstance.

### **Policy**

U3A Ipswich will provide an accepting, caring, friendly, inclusive, safe and comfortable environment for all its members, in which every person will be treated without bias or prejudice and where every endeavour will be made to accommodate those with impairments or special needs.

### **Responsibilities**

The Management Committee will:

- promote a culture of effective policy compliance across the organisation;
- actively promote anti-discrimination policy and practice and monitor such performance;
- empower the Complaints & Grievances Sub-Committee to facilitate the accommodation and acceptance of persons with a disability and to deal with issues raised by those feeling discriminated against or those who have been accused of discriminatory behaviour;
- ensure any adverse practice or performance is addressed;
- identify the need for and provide additional support for those who require it, discuss the need with the applicant and make changes provided those changes do not impose unjustifiable hardship on U3A Ipswich; and
- ensure all insurance requirements have been met.

All members, tutors and volunteers must:

- ensure they are aware of our policy against discrimination;
- refrain from acting in a manner which could be considered discriminatory;
- offer assistance to those who require it; and
- report immediately to any member of the Management Committee any instance of behaviour that may need to be addressed.

Applicants with a disability or special need, or their agents, will:

- identify, where necessary, any potential adjustment required to courses or premises to enable participation in activities or classes;

- discuss the special needs of the applicant with a member of the Complaints & Grievances Sub-Committee, which, with the permission of the applicant, will review details with the relevant people;
- must be accompanied at a class or activity by a carer who can facilitate their participation in the activity and who must remain by their side at all times during any class or activity.

A private carer, such as spouse or family member, accompanying a full member with impairment or special needs must:

- become an associate member (non-participating) or full member (able to participate) of U3A Ipswich; and
- be present as the carer throughout any U3A class or activity.

A professional carer accompanying a full member with impairment or special needs must:

- provide proof of their insurance cover (Certificate of Currency showing professional and public liability insurance);
- be present as the carer throughout any class or activity.

The applicant for membership must demonstrate a genuine interest in the class they wish to join.

Scenario 1: a prospective member identifies themselves:

- the membership application form asks: *Are there any medical issues?*
- if box ticked, the Membership Officer finds out which class or activity they wish to sign up for.

Scenario 2: a tutor or member may report an impairment or disability of a participant (whether acknowledged by the person concerned or not) to the Tutor Coordinator or the Membership Officer.

### **Complaints & Grievances Sub-Committee**

- the Complaints & Grievances Sub-Committee is briefed by the Tutor Coordinator or Membership Officer.
- The Membership Officer discusses the issue with the applicant, and gains permission to review details with relevant people such as tutors and campus managers.
- With the tutor's cooperation any necessary adjustments will be made to the course in which the applicant seeks to enrol, provided the adjustments can be reasonably accommodated; do not change the basic nature of the course; do not require a change of venue that cannot be accommodated because of cost or unavailability; or do not require a change to the timetable that cannot be reasonably accommodated.
- If changes require structural modifications the matter is referred to the Management Committee.

The Management Committee will assess the request for adjustment and determine whether it is a reasonable adjustment that can be accommodated, or an unjustifiable hardship that cannot be accommodated. The Committee may need to seek legal advice in such a determination.

The Constitution, Code of Conduct and Complaints & Grievances Policy come into force should a conflict or grievance arise.

***If a complainant believes their grievance has not been adequately addressed, they are able to take their complaint to the Anti-Discrimination Commission Queensland.***