

1 September 2023

AEC Security Policy

Overseas Travel

OFFICIAL

Policy Outline

Purpose

The purpose of this policy is to ensure all employees and contractors receive the required guidance in relation to Overseas Travel for both business and private purposes in accordance with mandatory requirement of the Protective Security Policy Framework (PSPF), Policy 2 Management and Responsibilities.

Acronyms

AGSVA	Australian Government Security Vetting Agency
ASA	Agency Security Advisor
DFAT	Department of Foreign Affairs and Trade
DOM	Divisional Office Manager
PSPF	Australian Government Protective Security Policy Framework

Context

This policy covers all personnel employed by the AEC including SES officers, ongoing and non-ongoing employees, contractors, and consultants.

Policy

In accordance with the mandatory requirements of the Australian Government PSPF Policy 2 Management and Responsibilities C-9.2 Security Awareness Training which states inter alia:

“The Attorney-General’s Department recommends that security awareness training programs or briefings for all personnel include overseas travel, safety and security.”

Procedure

As a government agency the AEC is responsible for the health and safety of personnel while they are at work. This includes when AEC personnel are travelling overseas. As part of the process to ensure compliance with this requirement all AEC personnel are required to receive an overseas travel brief and sign to acknowledge the receipt of the brief.

Community and International Engagement Section

Due to the frequency of travel, and the relevant experience of the requirements for travelling to an overseas location, the members of the Community and International Engagement Section and members of the senior executive are only required to complete an overseas travel brief on an annual basis, upon initial engagement or if they will be travelling in areas of particular risk.

This will be backed up with briefings carried out when the security risk changes in a particular country due to political or domestic issues. It is the responsibility of the Director of Community and International Engagement Section to ensure the safety of Community and International Engagement Section personnel when travelling overseas and to notify AEC Security when issues arise with travel in particular countries that may increase the risk to AEC staff.

Security Clearance Holders

All overseas travel, both private and official, undertaken by a security clearance holder (i.e., Baseline, NV1, NV2 and Top-Secret Positive Vetting) must be reported to the Agency Security Adviser (ASA), prior to the trip being taken.

The ASA will then assess the information and decide if the travel needs to be reported to the Australian Government Security Vetting Agency (AGSVA). If it does, the security clearance holder will be required to submit a Change of Circumstance Report via the AGSVA myClearance portal following overseas travel.

Overseas Security Briefing

Travel to destinations that are of security concern or are categorized on the Department of Foreign Affairs and Trade (DFAT) [Smartraveller.gov.au](https://smartraveller.gov.au) website as 'Do not travel', 'reconsider your need to travel' or 'high degree of caution' must receive a security brief from the ASA prior to travel and on return from their travel.

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Suspicious Contact Reporting

All AEC employees must report any suspicious, unusual or persistent contact or activity encountered while travelling overseas to the AEC Security as soon as practicable in accordance with the [AEC Incident Reporting Policy](#).

References and Links

- [Australian Government Protective Security Policy Framework](#)
- [AEC Agency Security Plan](#)
- [Smartraveller.gov.au](https://smartraveller.gov.au)
- [Factsheet: What to report to security](#)

Enquiries

Enquiries relating to the application of this policy can be directed to AEC Security by email to s22 or by phone at s22

21 December 2018

Miscellaneous Leave Policy

Corporate Services Branch

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Objective

1. The objective of this Policy is to provide guidance to delegates in relation to the consideration and approval of applications of miscellaneous leave with or without pay.

Application

2. This Policy applies to Employees engaged under the *Australian Electoral Commission Enterprise Agreement 2016-2019* (the Agreement).

Limits to application of the Policy

3. This Policy does not apply to employees engaged under the *Commonwealth Electoral Act 1918* (Cth).

Definitions applicable to the Policy

Act	Means the <i>Public Service Act 1999</i> .
Agreement	Means the <i>Australian Electoral Commission Enterprise Agreement 2016-2019</i>
Employee	Means the same as an “APS Employee” as defined in the Act who is working in the AEC, including Employees on secondment to the AEC, and who is covered by the Agreement.
Delegate	Means a person to whom the Electoral Commissioner has delegated the Electoral Commissioner’s power, as set out in the HR Delegations and Authorisations, as amended from time to time.

Principles

4. Miscellaneous leave is a discretionary form of leave, which may be granted in circumstances where annual leave, long service leave, personal leave, compassionate leave, maternity leave, parental leave or community service leave is not appropriate or available to an Employee.

5. Generally, miscellaneous leave will not be granted where an employee has Flextime Credits or time off in lieu (TOIL) balances available.
6. The miscellaneous leave provisions in clause 69 of the Agreement are designed to manage a wide range of circumstances, and hence, cannot be prescriptive. Therefore, each consideration must take full account of the particular circumstances of the Employee and their request.
7. Miscellaneous leave may be granted on full pay, half pay or without pay.
8. Other than in exceptional circumstances, an Employee must obtain approval from the delegate prior to taking miscellaneous leave. Generally, a request for retrospective approval of miscellaneous leave will not be granted unless the delegate is satisfied that it was not reasonable in the circumstances for the Employee to apply in advance.

Miscellaneous Leave with pay

9. The circumstances where a grant of paid miscellaneous leave would normally be appropriate are included in Table 1.

Table 1: Types of miscellaneous leave with pay

Miscellaneous leave with pay	Indicative amount
Prepare for, or participate in, the National Aborigines and Islanders Day Observance Committee (NAIDOC) week activities	Limited to the equivalent of one day's absence per year
Blood donation	No set amount
Participation in ceremonial, cultural or religious activities	Limited to the equivalent of one day's absence per year
Situations where a disaster, such as a bushfire, flood, cyclone or earthquake, has occurred	Limited to the equivalent of three day's absence per incident
To attend interviews or examinations related to the adoption of a child in accordance with the <i>Fair Work Act 2009</i>	Limited to the equivalent of two day's absence
Returned soldiers – pension and medical purposes	No set amount
To undertake study or an exam if the Employee is an approved study under the AEC's Studybank Policy.	As prescribed by the AEC's Studybank Policy
Domestic or family violence, where personal or compassionate leave entitlements have been exhausted.	No set amount

10. Miscellaneous leave with pay (including on half pay) counts as service for all purposes.

11. When considering applications for Miscellaneous Leave, the delegate will consider operational requirements, the length of AEC service, the amount of leave requested, the needs of the Employee and the purpose of the leave.

Miscellaneous leave without pay

12. If miscellaneous leave is sought for reasons other than those described above, it will generally be treated as leave without pay. Normally, Employees will be required to exhaust other available leave provisions before a period of unpaid miscellaneous leave will commence.
13. The circumstances where a grant of unpaid miscellaneous leave would normally be appropriate are included in Table 2.

Table 2: Types of miscellaneous leave without pay

Miscellaneous leave without pay	Indicative amount
Caring responsibilities	Up to one year
Cultural or ceremonial purposes	Limited to the equivalent of two day's absence per year
Allow an Employee to be engaged in alternative employment in the interests of the APS	Up to two years
Statutory appointment	Up to five years
To enable an Employee to accompany his or her partner on a Commonwealth posting, including with the Defence Force	Up to three years
Personal circumstances	No set amount

Deciding whether Miscellaneous Leave without pay is to count as service

14. Miscellaneous leave without pay in excess of 30 calendar days in a year will generally not count as service for any purpose, however may, depending on specific purposes, be approved to count for service for annual leave, long service leave and personal leave accrual.
15. Only the Electoral Commissioner and the Deputy Electoral Commissioner have the authority to decide whether miscellaneous leave without pay can count as service for these purposes. Accordingly, where an application for leave without pay is made, and the application seeks the period to count as service for any or all of these purposes, the application should be referred to one of the above positions for consideration.

Utilisation of Annual Leave Credits Prior to Extended Miscellaneous Leave Without Pay

16. If an Employee has applied for a period of miscellaneous leave without pay, the Employee will normally be required to exhaust any annual leave credit before commencing the leave without pay.

Assignment of Duties on Return from Extended Discretionary Miscellaneous Leave Without Pay

Note: The provisions of this Section (16-21) do not apply to Employees who are on Parental Leave Without Pay.

17. All reasonable efforts will be made to return the Employee to the same work area or duties that they performed prior to accessing long term miscellaneous leave. Long term is miscellaneous leave that extends beyond 3 calendar months.
18. If an Employee is commencing a period of miscellaneous leave exceeding 3 calendar months, another Employee may be assigned on an ongoing basis to the duties formerly undertaken by the Employee taking leave.
19. The Employee taking leave should be informed prior to commencement of any recruitment process to fill, on an ongoing basis, the duties undertaken by the Employee taking leave.
20. The Branch or State an Employee was assigned to duty on an ongoing basis prior to the commencement of extended leave without pay is primarily responsible for the Employee's placement on resumption of duty.
21. Should the duties formerly undertaken by the Employee taking leave not be available on the Employee's return to work, the Employee returning to duty should note that:
 - a) the duties they will be assigned to perform will be dependent on what is available when they are due to resume duty, and
 - b) should no suitable alternative duties be available on return to the AEC, the Employee may be declared as excess to requirements.
22. Employees declared as excess to requirements will be subject to the application of redeployment and redundancy provisions of the Agreement.

Evidence requirements

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23. The relevant Delegate may require the provision of reasonable evidence to support any application for miscellaneous leave under this Policy.

Outside employment

24. Employees must obtain approval for outside employment prior to engaging in any other employment whilst on leave from the AEC.
25. Other than in exceptional circumstances, such as where the leave relates to alternative employment in the interests of the APS, miscellaneous leave without pay is not available where the principal purpose of the leave is to enable an Employee to engage in alternative employment.
26. Where a period of miscellaneous leave without pay is granted for private purposes (e.g. accompanying a partner on a Commonwealth posting where the principal purpose of the leave is not to engage in alternative employment), approval to undertake proposed outside work may be granted subject to normal requirements.
27. Outside employment must not be undertaken during periods of paid miscellaneous leave.

Applying for miscellaneous leave

28. Miscellaneous Leave must be approved via the Miscellaneous Leave Application form. Business cases may be accompanied with this form where required.
29. After consideration and approval by the appropriate delegate, the Miscellaneous Leave form must be submitted to §22 for:
 - a. processing;
 - b. updating of the Employee's leave record;
 - c. variations of pay (as appropriate); and
 - d. filing/storage.

Questions or Concerns

30. When a delegate decides that a period of leave should not be approved according to the information provided by an Employee, the delegate may seek further documentation or other information concerning the Employee's request for miscellaneous leave.
31. If the delegate decides not to approve an application for miscellaneous leave, he or she must advise the applicant about the reason(s) for non-approval in writing.
32. In circumstances where leave has not been approved, Employees may seek a review of the decision under the Review of Actions provisions of the *Public Service Act 1999* and *Public Service Regulations 1999*.

Evaluation

33. This Policy will be evaluated once every twelve months.

Legislation

[AEC Enterprise Agreement 2016-2019](#)

Fair Work Act 2009

[Public Service Act 1999 \(Cth\)](#)

Consultation

The provisions of the Agreement and the *Work Health and Safety Act (Cth) 2011* place an obligation on the AEC as an employer to consult with its Employees. Each new or revised policy is subject to formal consultation via the AEC Consultative Forum and/or Work Health and Safety Committee, and Employees are directly consulted via invitation to comment through e-mail or intranet. In addition, technical or knowledge experts on particular issues within or outside of the AEC are asked to contribute.

Contact

s22

Version Control

Version	Last review date	Action	Next review date	Owner	Approved by
1.0	N/A	New Policy	01/07/2016	Employee Relations, PSB	
1.1	01/03/2018	Updates following ACF consultation	01/03/2018	Director, Employee Relations and Services, PSB	Electoral Commissioner
1.2	21/12/2018	New template and minor amendments	21/12/2019	Industrial Relations, CSB	Director, People Services

November 2024

Flexible Working Arrangements Policy

People Branch

Classification: OFFICIAL

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Purpose

1. The Australian Electoral Commission (AEC) is committed to creating flexible workplaces that embrace diversity and meet the expectations of the Australian community and the AEC workforce. The AEC recognises that flexibility strengthens the ability of the AEC to deliver strong outcomes, improves workforce resilience, helps employees balance their work and personal priorities and helps position the AEC as an employer of choice.
2. The Flexible Working Arrangements Policy (the Policy) supports the AEC's commitment to creating a modern workplace that enables, encourages, and supports flexible working arrangements for AEC employees where legislative, operational and business requirements allow.
3. The Policy adopts a principles-based approach to flexible working arrangements. Serving as the bridge between the Policy and practice, managers play a crucial role in applying the principles outlined in the Policy to facilitate and enable flexible working arrangements for employees within the AEC.
4. This Policy in conjunction with the [Flexible Working Arrangements Guide](#) (the Guide) and [intranet page](#) provide guidance to employees and managers about the AEC's approach to flexible working.

Scope

5. Employees covered by the [AEC Enterprise Agreement 2024-2027](#) (the AEC EA) can request flexible working arrangements regardless of length of employment.
6. Labour hire workers engaged through a third party and Temporary Election Workers engaged under the AEC Collective Determination are not covered by this Policy.
7. Access to flexible working arrangements will vary depending on the type of arrangement and the AEC's legislative and operational requirements, including delivery of electoral events. Employees and their managers must genuinely, openly and constructively discuss and consider a range of flexible working arrangement options to ensure that the legislative and operational requirements of the AEC continue to be met as well as balancing the business needs of the team and the personal needs of the employee.
8. Managers will support flexible working arrangement requests where the AEC and the team can continue to meet legislative, operational and business requirements.

Legislative responsibilities

9. Under the *Fair Work Act 2009* (FW Act), employees with 'protected attributes' are entitled to request a flexible working arrangement after 12 months continuous employment or for casual employees with a reasonable expectation of continuing regular employment after a sequence of employment periods totalling 12 months. These circumstances apply to an employee who:
 - a) is pregnant

- b) is the parent, or has responsibility for the care, of a child who is of school age or younger
 - c) is a carer (within the meaning of the *Carer Recognition Act 2010*)
 - d) has a disability
 - e) is 55 or older
 - f) is experiencing family and domestic violence, or
 - g) provides care or support to a member of their immediate family, or a member of their household, who requires care or support because they are experiencing family and domestic violence.
10. Under the FW Act employees with 'protected attributes' may lodge a dispute with the Fair Work Commission if their employer refuses their request or does not respond within 21 days.

Flexible working principles

11. The Policy adopts a principles-based approach to flexible working arrangements. The following principles outline the standards and values that underpin a culture of flexibility at the AEC and provide guidance to both managers and employees in carrying out their respective roles and responsibilities with respect to flexibility.

The AEC's legislative obligations are a paramount consideration in every conversation about flexible working arrangements

12. The AEC is responsible for delivering impartial and independent electoral services to the Australian community as set out in the *Commonwealth Electoral Act 1918* and other legislation.
13. Flexible working arrangements should be supported when it is demonstrated that the AEC's legislated service delivery obligations to the Australian community can continue to be met and either be maintained or improved.

Organisation and a team's needs frame conversations about flexible working arrangements

14. Flexible working should be considered in the context of the AEC's organisational requirements and the team's business requirements.
15. It is at the team level where deliverables must be achieved, and it is important that team level understanding of operational and individuals' needs are considered in discussions and decisions about flexible work.
16. Managers and delegates must be transparent about flexible work decisions and ensure the reasons are clearly communicated to and understood by employees.

Flexibility applies to most roles, with flexibility being different depending on the requirement of the role

17. Employees covered by the AEC EA can request flexible working arrangements (not just those with 'protected attributes' identified in the FW Act).
18. There are many different types of flexible working arrangements, including options to vary how, when and where an employee works.

19. An element of flexibility applies to most roles in the AEC. However, not all types of flexibility suit every role and every employee all the time. The nature of the type of flexibility will depend on the role. Managers and employees should discuss flexible work options that are suitable to the employee's role e.g., certain roles cannot be performed from home.

Flexibility needs to be suitable to all parties

20. For flexibility to work there must be an equilibrium between the needs of the AEC, the team, and the employee. This means that the arrangement decided can be unique to its context as long as all parties to it consent.
21. Arrangements should be reviewed regularly to ensure they remain appropriate for the AEC, the team and the employee.

Flexible working arrangements value meaningful and regular face-to face contact

22. Regular face-to-face contact can improve employee wellbeing and build tangible team benefits, including for those roles which are able to be performed from home.
23. Face-to-face contact helps to maintain strong working relationships, fosters social connection, and builds professional networks.
24. It also helps build positive workplace behaviours and a culture of integrity and respect, it increases innovation and enhances learning and knowledge sharing through collaboration and informal information flows.

Flexibility embedded, modelled and refined

25. Flexible work requires give and take between employees and managers.
26. Flexible working arrangements may change and cease (requiring a new proposal to be discussed) due to a number of reasons including business and operational needs.
27. Flexible working arrangements should be reviewed regularly to check they are working well and address any issues that may arise.

First Nation flexible work requests

28. Connection to country and cultural obligations must be considered when reviewing First Nations flexible work requests and change of location requests.

Types of flexible working arrangements

29. Flexible working arrangements include, but are not limited to, changes in hours of work, changes in patterns of work and changes in location of work, or a combination of the three. The types of flexible working arrangements available to AEC employees include:

Changes in hours and patterns of work

Flexible hours of work	Varying start and finish times outside of the standard work pattern of 8:30am-5pm, Monday to Friday.
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This includes regular arrangements where employees may start early one day and late on another.

This also includes ad hoc arrangements where varied working hours are required on an ad hoc basis e.g., late start/early finish/longer break in the workday.

Part-time work	Working less than full-time hours (i.e., less than 75 hours per fortnight), paid on a pro-rata basis.
Compressed working hours	Working full-time hours, compressed into a shorter period (e.g., a standard working fortnight is compressed into nine days instead of ten).
Job sharing	Dividing a full-time job into two job roles, to be undertaken by two employees who are paid on a pro-rata basis based on the hours they work.

Changes in location of work

Working from home	Regular arrangement of working from home. This includes ad hoc working from home arrangements (e.g., working from home if tradesperson is visiting).
Geographic dispersion (employee initiated)	Employee requests on a short- or long-term basis to relocate to a location other than the location associated with their position e.g. the employee's position is located in National Office and the employee has requested to work from an AEC office in Queensland. Given the nature of this flexible working arrangement, the delegation for approving this arrangement, as per the HR Delegations, is First Assistant Commissioner or above.

Process for setting up flexible working arrangements

Ad hoc arrangements

30. Employees and managers can agree on ad hoc arrangements of less than 14 days and record them via email. Except in exceptional circumstances, this should be agreed and communicated prior to the arrangement commencing.

Flexible working arrangements NOT requiring a business case

31. Existing processes remain in place for the following types of flexible working arrangements:

- purchased leave
- unplanned leave
- flexible hours of work
- TOIL

Flexible working arrangements requiring a business case

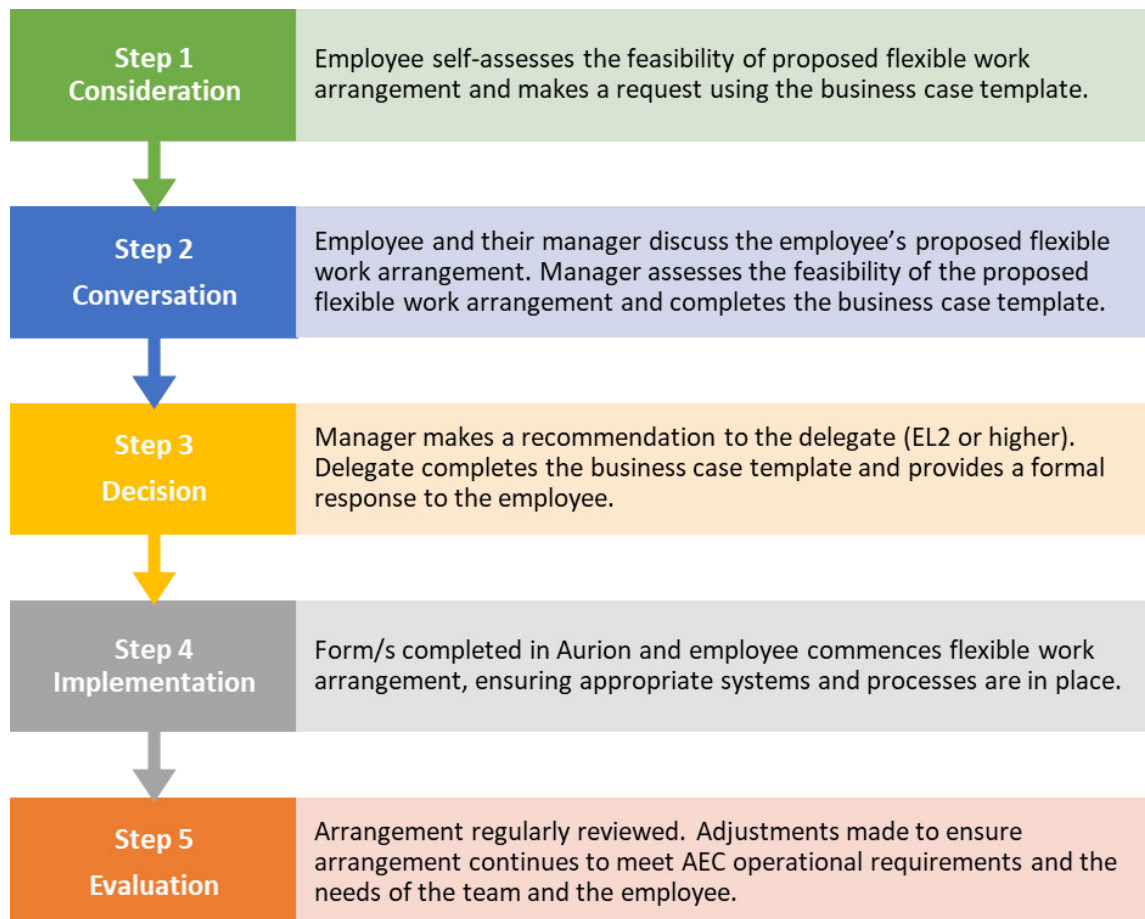
32. Employees are required to complete a business case to request the following flexible working arrangements:

- job sharing
- part-time employment
- compressed hours
- working from home
- geographic dispersion

Requesting a flexible working arrangement

33. To assist employees and managers in applying the principles in the Policy, a step-by-step approach to accessing flexible working arrangements, for arrangements requiring a business case, has been developed.

34. The [Flexible Working Arrangements intranet page](#) provides further information and guidance material for managers and employees to assist with the process.



35. Employees should discuss their flexible working arrangement request with their manager before making a formal written request. As part of this discussion, the employee and manager need to consider:

- the reason for their request
- requirements of the role
- operational needs/deliverables

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- impact of the proposed arrangement on the team
 - performance
 - communication/connection with team and stakeholders
 - implementation
36. It is imperative that when discussing a flexible working arrangement, managers and employees consider and discuss any potential changes to the employee's role in an electoral event and agree to cease or amend the flexible working agreement as appropriate in the lead-up to, and during, an electoral event or as necessary to account for critical or high business periods to ensure effective delivery of operational and business requirements. Visit [Election event readiness](#) for more information.
37. Employees should submit their formal request in writing by completing the [business case template](#), then sending it to their manager who will make a recommendation to the delegate.
38. Employees must include as much information as possible about the details of their proposed request, the reasons why they are making the request, how they (or others) will perform their work effectively, any proposed variations during an electoral event and how they have considered the needs of the AEC and the team. The manager may request additional information or evidence to support the request before sending it to the delegate.

Responding to requests for flexible working arrangements

39. Existing request and approval processes remain in place for flexible working arrangements such as purchased leave, unplanned leave, flexible hours of work and TOIL.
40. Under the [HR Delegations](#), EL2 managers and above also have the delegation to approve flexible working arrangements for the following arrangements: job sharing, part-time employment, compressed hours and working from home. The only exception is for requests relating to geographic dispersion, which require approval from a First Assistant Commissioner or above.
41. The delegate must support requests where possible, genuinely considering employees' needs and preferences, capacity and needs of the team, and the legislative and operational requirements of the AEC.
42. Where a delegate cannot support an employee's request in full, a genuine attempt must be made to find alternative arrangements to accommodate the employee's circumstances.
43. Employees are required to submit their completed business case to their manager after they have had the relevant discussions about their request. The AEC must respond to the employee in writing within 21 days of receiving the completed business case. The 21 days commences from the date the manager receives the completed business case. The delegate's response must:
- a) state that they agree to the request; or
 - b) set out any agreed change—if the manager and the employee have discussed and agreed on a change following the employee's submission of the request; or
 - c) state that they do not agree to the request—see 'Refusing a request' section below for detailed requirements.

Refusing a request

44. The delegate may only refuse an employee's request if they have:
- a) discussed the request with the employee;

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- b) genuinely tried to reach an agreement with the employee about making changes to their working arrangements to accommodate their circumstances and they have not reached such an agreement; and
 - c) based their refusal on 'reasonable business grounds' including operational considerations.
45. In refusing a request, the delegate should recognise that employees with 'protected attributes' may refer the matter to the Fair Work Commission. See [Legislative responsibilities](#).
46. Reasonable business grounds/operational considerations may include:
- a) cost—where the arrangement would result in the need for additional staff, additional casual hours, flex accrual or overtime for other employees
 - b) capacity—where the work area does not have capacity to change the working arrangements of other staff to accommodate the request
 - c) practicality—where it would be impractical or unfair to change the working arrangements of other employees or take on new employees to accommodate the request, or where the requirements of the role are not suitable for the flexibility requested
 - d) inefficiency or impact—where the arrangement would result in significant loss of efficiency or productivity in the ability of the work area to perform key work functions or deliver services at a particular location or have a significant negative impact on customer service
 - e) work health and safety—where the arrangement would have a negative impact on the employee's or another employee's work health and safety
 - f) performance management—where the employee is being managed for unsatisfactory performance
 - g) Code of Conduct investigation—where the employee is being investigated for a potential breach of the Code of Conduct, depending on the nature and seriousness of the potential breach
 - h) security—where the employee/the AEC cannot safely mitigate security or other risks.
47. Delegates assessing requests for flexible working arrangements must also consider electoral events and critical periods, entry-level programs, fire wardens and first aid officers, technology support and provision of equipment for working from home.
48. Where an employee's request for a flexible working arrangement has been refused by the delegate, subject to the circumstances of the request and reasons for the refusal, an employee may make a request to have their request re-visited at a later time, for example, if there is a change in their role, change in circumstances, or after an event or critical work period.

Recording the flexible working arrangement

49. Employees and managers will ensure agreements relating to flexible working arrangements are recorded in writing. An employee must raise and submit the relevant form/s in Aurion for the following types of requests: job sharing, part-time employment, compressed hours, working from home and geographic dispersion following receipt of an approved business case.

AEC-specific circumstances

AEC legislative requirements and obligations

50. The AEC is responsible for delivering impartial and independent electoral services to the Australian community. This includes ensuring that AEC Divisional offices are adequately staffed and open to ensure access by the Australian community to AEC services.

Electoral events and critical periods

51. One of the AEC's key responsibilities is the effective delivery of electoral events.
52. For some employees, their flexible working arrangements may need to be amended or ceased in the lead-up to an electoral event or as necessary to account for critical or high business periods to ensure effective delivery on operational and business requirements. In these cases, managers and employees should commence planning and having discussions as soon as practicable.

Entry-level programs

53. Some flexible working arrangements may not be available to entry-level program participants due to program requirements. Participants must discuss proposed flexible working arrangements with the Entry Level Program Manager before raising with their line manager.

Roles with additional workplace responsibilities

54. Employees who undertake additional roles such as fire wardens or first aid officers must ensure any arrangements do not impact the operational requirements of these additional roles.

Technological support

55. The AEC provides employees with laptops to access work systems, emails and software including Microsoft Teams to communicate with managers and colleagues from any location. Employees can access materials and documents via the AEC Hub, Objective, Microsoft Teams and other systems.
56. The [AEC Service Centre](#) is available to provide IT support to employees when working from home during the hours 8am-6pm (AEST) Monday – Friday. If employees experience any technology issues outside these hours, depending the urgency of the matter, may be referred to seek IT support the following business day.

Provision of equipment for working from home

57. Employees are responsible for providing their own WHS-compliant equipment for home-based work. Some employees may have access to additional equipment depending on their personal circumstances. Please contact the [Wellbeing team](#) for further information.

Reviewing a flexible working arrangement

58. Managers and employees must formally review flexible working arrangements every 12 months or when an employee's circumstances change. Employees should schedule these reviews with their manager at least four weeks before their flexible working arrangement is due to end.
59. Both managers and employees have a responsibility to monitor arrangements throughout this time to address any unanticipated effects and ensure they continue to meet the needs of the

employee and the AEC. Managers and employees should work together to identify solutions to address any concerns as they arise.

60. Employees will:

- demonstrate that work outcomes continue to be met
- maintain open communication and willingness to adjust their arrangement as necessary to meet changing operational requirements
- continue to take responsibility for their work attendance and performance
- advise their manager of any changes to personal circumstances relevant to the agreement and update it as necessary, and
- manage their own health, safety and wellbeing when working from home or remotely.

61. Managers will:

- consider the impact on the performance of the individual and the team
- maintain regular communication with and support for the employee
- actively include, engage with and support employees with flexible working arrangements in work and team activities
- monitor the employee's health, safety and wellbeing, particularly when working from home or remotely
- conduct reviews as necessary and as scheduled to ensure arrangements continue to meet operational requirements.

Ceasing or changing a flexible working arrangement

62. Employees and managers may cease or seek to amend flexible working arrangements by giving 14 days written notice to the other party at any time.

63. Should a manager consider it appropriate to cease or change the arrangement and the employee disagrees, the manager will provide the reason for their decision in writing.

64. Managers may terminate a flexible working arrangement immediately where the employee fails to meet the requirements of the arrangement.

Employees moving to a new role

65. A flexible working arrangement will not automatically transfer between roles. Employees should discuss their flexible working arrangement with their prospective manager before moving roles.

Resolving disputes

66. Managers and employees should try to resolve disputes through informal discussions.

67. Where this is inappropriate or where an employee is not satisfied with the outcome of an informal discussion, they should approach the next level of management for assistance to resolve the matter.
68. That manager should attempt to informally resolve the matter and may also engage a qualified mediator to assist. Please contact the [Employee Relations team](#) for assistance to arrange mediation services.
69. If an employee is still not satisfied with the outcome, they should follow the [Review of Employment Related Action Procedures](#).

Policy administration

Contact

70. For more information and further guidance materials, please visit the [Flexible Working Arrangements intranet page](#).
71. Please contact the [Employee Relations team](#) for further support regarding this Policy
72. Please contact the [HR Systems team](#) for support with the flexible working arrangements form in Aurion.

Version control

Version	Last reviewed	Action	Next review	Owner	Approved by
1	N/A	New Policy superseded the Working Outside the Office policy	12 months from approval date	People Branch	First Assistant Commissioner, Enabling and Regulation Group
2	November 2024	Update in line with new Enterprise Agreement 2024-27	June 2025	People Branch	Director, Employee Relations and Operations