



Flexible Work Policy

1. Introduction

ANC acknowledges that workplace participants need to be able to achieve an effective balance between their work and outside-work commitments. Outside-work commitments may include family and carer responsibilities, further education, and involvement in various community organisations and activities.

2. Purpose

The purpose of this policy is to support a workplace participant to fulfil both their personal responsibilities and their work responsibilities in so far as is reasonable for the organisation.

This policy sets out the approach ANC will take in relation to flexibility in the workplace as well as requests for flexible working arrangements by its workplace participants.

3. Scope

This policy applies to all employees, collectively referred to as 'workplace participants'.

4. Statement

ANC recognises that achieving an optimum work/life balance is beneficial in maintaining high productivity at work.

To help achieve and maintain an effective work/life balance, ANC may give consideration to a range of flexible working arrangements, leave entitlements and other forms of assistance which are aimed at meeting the needs of both the organisation and its workplace participants who have outside-work commitments.

As part of ANC's desire to achieve and obtain optimal flexibility in the workplace, ANC acknowledges its obligations under workplace legislation to consider an employee's requests for flexible working arrangements.

Consideration will be given to all requests made for flexible working arrangements, however, the particular categories of workplace participants that are eligible under the *Fair Work Act 2009* (Cth) (**FW Act**) to request flexible working arrangements are:

- workplace participants 55 years of age or older
- an employee with a disability
- an employee who is the parent of or has the responsibility of caring for, a child who is of school age or younger
- a carer (within the meaning of the *Carer Recognition Act 2010* (Cth))
- an employee who is experiencing family and domestic violence
- an employee who provides care or support to a member of their immediate family or household, who requires care or support because they are experiencing family or domestic violence
- an employee who is pregnant

A workplace participant is not entitled to make a request for flexible working arrangements under the FW Act unless the workplace participant has been employed with ANC for at least 12 months of continuous service (or for casual workplace participants, whether they have been employed for at least 12 months on a regular and systematic basis, and have a reasonable expectation that the employment will continue

in the same manner). Requests made under the FW Act may only be refused on reasonable business grounds.

5. Flexible Work Arrangement Options

The list below notes some flexible work arrangements that may be considered. ANC retains the discretion to consider each case separately, and on its individual merits.

Examples of flexible working arrangements that may be considered are as follows:

- part-time work
- part-time work after resuming from parental leave
- casual work
- job sharing
- variable starting and finishing times
- time off in lieu after extra hours have been worked
- flexibility around work locations on either a permanent or occasional basis (whether this is, by way of example, from a home office and/or alternative ANC office)
- phasing into retirement
- career breaks, for workplace participants who have completed a specified period of service with ANC
- compressed hours – where the employee works additional daily hours to provide for a shorter working week or fortnight
- graduated return to work for employees returning from parental leave
- other arrangements reasonably proposed by workplace participants

6. Assessment

In assessing any request, ANC will take into account the facts and circumstances of each case, the requirements of ANC and any other relevant factor, including (but not limited to):

- the costs associated with the proposed working arrangement
- the capacity and practicality to change the working arrangements of other workplace participants to accommodate the proposed working arrangements
- in the impact of the proposed arrangements on work efficiency or productivity
- the impact on the level of service or delivery of customer service that the employee can provide
- when the proposed arrangements are to commence
- how long the proposed arrangements will last;
- information that has been provided by the workplace participant about their situation;
- whether there are any legal or other constraints affect the feasibility of ANC to accommodate the proposed arrangements, such as occupational health and safety laws or award penalty rates.

It is important to note that the above list is not exhaustive.

7. Procedure

A workplace participant who wishes to request flexibility in their work arrangements should put their request in writing to their manager. The request must include the details of the change(s) sought, and the reasons for the change(s).

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Once the flexible working request is received, the manager will discuss the request with the workplace participant to genuinely try and reach an agreement with the workplace participant and accommodate their circumstances. ANC will also consider whether there are alternative arrangements that it could offer the workplace participant that may support their circumstances while meeting the needs of the business and will consult with the workplace participant on these alternative options.

Managers will respond in writing to requests within 21 days, advising whether the request has been approved or denied.

If the request has been denied, the reasons for the refusal will be included in the correspondence including:

- an explanation of the grounds for refusing the request and how these grounds were applied to the request
- other changes ANC is willing to make that would accommodate the workplace participant's circumstances or states that there aren't any changes that can be made
- where available this course is available to the workplace participant, information about referring a dispute to the Fair Work Commission

Right of review

Where a request for flexible working arrangements has been denied, a workplace participant has the right to request a review of the decision. The workplace participant should follow the Grievance Policy for this request.

Variation and review

ANC reserves the right to vary, replace or terminate this policy from time to time. Unless altered earlier, this policy will be reviewed every 2 years.

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