

From: [REDACTED]
To: [REDACTED]
Cc: [Allars, Alex](#)
Subject: FW: Continued Employment with Education
Date: Thursday, 17 September 2020 10:34:05 AM
Attachments: [image001.png](#)

OFFICIAL

Dear [REDACTED]

Thank you for your support and patience while we have worked through various processes across ACT government to provide advice on options to support you with flexible working arrangements over the next 12 months. True to form, I work on a just-in-time basis (noting that had your flights not changed I would have been really organised) and I am pleased that I am able to now formally advise you that all parties (JACS Security, ICT Security and EDU HR) have provided feedback and support the proposed arrangements.

I'd like to now confirm what you and I have discussed either verbally or by email and what has been agreed with HR, JACS and CMTEDD so that we are both super clear on expectations for the arrangements:

1. Your paid leave commences on [REDACTED] and at this stage you will return to 'work' on [REDACTED]. However, I understand that you may require extra leave to settle your family which we can discuss before [REDACTED]
2. We have agreed that you will work from your personal residence in [REDACTED] and have tentatively discussed work hours based on the time zone difference. My understanding is that you will work flexible hours and will work a normal full time work week (Monday to Friday). We have not agreed actual start/finish times but you have indicated below an indication which I am comfortable with. May I suggest that we keep our options open and see how the time zone works for all of us, including internal stakeholders.
3. The flexible working arrangements have been supported by HR for an initial period of 3 months, and we will formally review in 2 months. So my thinking is that this review would occur in mid to late January. However, as I have discussed with you, we will do what I call a continuous review which allows either the Directorate or yourself to be open about the mutual benefits of the arrangements and that we can (and should) discuss when/if issues arise. What I mean by this is that if the time zone difference impacts on your well being or personal life then lets discuss and see if we can address or find alternatives. Similarly, one of the considerations in this is that your team and contractors will need to adjust to you not being available in 'real time for 8 hours a day'. I will talk with [REDACTED] and [REDACTED] next week to ensure that we check in regularly and work through what adjustments they need as well.
4. You have done a formal handover of inflight [REDACTED] work and issues to [REDACTED]
5. I understand you have informed the DG. Could you please advise you have informed the [REDACTED] and [REDACTED] or if you wish for me to.
6. [REDACTED]
7. I understand that prior to your departure you have had a travel security briefing, ICT Security have re-imaged your laptop and will be providing you with a CITRIX token/application and a secure laptop bag. You have returned any device SIM cards. You have been advised that you are not to use your work laptop on public wifi whilst outside

of Australia.

- 8. Whilst working remotely you will use your residential internet connection and your own mobile phone if necessary. I have not agreed to reimbursement of any costs associated with internet connection or your use of your own mobile phone.
- 9. Lastly, should the arrangement not be mutually beneficial in terms of flexible remote working arrangements then as I have discussed with you, I am comfortable to approve LWOP for a period of 12 months.

Hopefully I have covered everything. Would you please reply to confirm that this is your understanding as well – or advise of any corrections.

I wish you and your family all the best with your move. I am here to support you and will do what I can to work with you to ensure this is a successful arrangement. However, I will need to you reach out and check in with me and be really honest if the arrangement is impacting on your well-being or maintaining your performance in the role.

Warm regards

[Redacted]

[Redacted]

Executive Branch Manager, [Redacted] | ACT Education | ACT Government

[Redacted]

[Redacted]

T: [Redacted] | M: [Redacted]

E: [Redacted]@act.gov.au

From: [Redacted]@act.gov.au>

Sent: Sunday, August 23, 2020 9:02 pm

To: [Redacted]

Subject: Continued Employment with Education

H [Redacted],

I am grateful for the offer to consider continuing my employment with Education while I am based in [Redacted] for the foreseeable 18 months. As you know Education is an organisation which I am deeply connected with.

We spoke about this as a family and everyone is supportive to make this work. I am passionate about my role and ready to work around the time difference subject to your and Katy's approval to make this successful and seamless.

Proposal:

- My desk hours would have to be from [Redacted] (Canberra time) onwards. Any other times, similar to now, email communications will be the norm. I would be happy to start my working day early in [Redacted] to enable verbal cross over time on a daily basis. This will apply from October to April as both countries have daylight savings.
- From April to October I would be contactable from [Redacted] onwards (Canberra time) as both countries readjust daylight savings again. I see this as quite an advantage noting that many of the executives tend to work later hours and have more amenable diaries later in the day. This makes the [Redacted] team contactable for longer.
- I would still be able to prepare for and attend the [Redacted] times per year. I can manage the time difference on these occasions.

- [Redacted]

I suggest that we trial this arrangement while I am [Redacted]

[redacted] **and re-evaluate as necessary.** If we see that this arrangement is not yielding the expected results, I understand that [redacted] or continuing the planned annual / unpaid leave would need to be considered.

[redacted]
[redacted]
[redacted]
[redacted]

Thank you.

[redacted]

[redacted] | Senior Director [redacted] | Education | ACT Government
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