

Flexible Working Policy

1. The purpose of our policy

This policy demonstrates our commitment to creating an inclusive, supportive and high-performing workplace. Flexible working supports inclusion, wellbeing and a sense of belonging, and can support individual, team and organisational effectiveness.

The policy sets out the principles we use to support **flexible working**, including formal **Flexible Work Arrangements (FWAs)** established under the Adelaide University Enterprise Agreement 2026 (Enterprise Agreement), consistent with the [Fair Work Act 2009 \(Cth\)](#).

This policy provides authority to maintain the Flexible Work Arrangements Procedure.

2. Who our policy applies to

2.1 Inclusions

This policy applies to:

- academic and professional staff.

2.2 Exclusions

This policy does not apply to:

- contractors, labour hire workers, titleholders, volunteers or University visitors.

3. Our flexible working policy principles

3.1 We enable flexible working for our staff, balancing the needs of the University and the individual

We support flexible working as a valued approach at Adelaide University. Flexible working is underpinned by trust, respect and inclusivity, and supports effective outcomes through arrangements that consider individual and organisational needs.

When considering flexible working, we aim to balance the individual circumstances of staff members with the operational needs of the University, including service delivery, team coordination, role requirements and any other

relevant or prevailing factors.

Flexible working may take different forms across the University, including informal flexibility agreed within work areas and formal FWAs established under the Enterprise Agreement.

3.2 We foster inclusion and equity through flexible working

We recognise that flexible working strengthens our culture by supporting diversity, equity, inclusion and wellbeing, and by enabling us to model the values of the University.

3.3 We promote fairness, consistency and timely decision-making

We engage with staff members to genuinely seek mutually workable arrangements that accommodate individual circumstances while maintaining operational effectiveness.

Flexible working may be reviewed or adjusted where individual or operational circumstances change. We support flexible working through open dialogue and collaboration so that arrangements remain relevant, effective and aligned with organisational needs.

3.4 We prioritise wellbeing and safety in flexible working

We prioritise the wellbeing and safety of staff when undertaking flexible working.

Flexible working must support safe and sustainable work practices, regardless of work location, and reflect the shared responsibilities of staff and the University under work health and safety legislation.

Work health and safety requirements for alternative work locations are supported through relevant University procedures and guidance materials.

3.5 We provide clear reasons and pathways for review of outcomes

We communicate decisions about flexible working clearly, respectfully and in a timely manner.

Where concerns arise in relation to flexible working, staff may seek clarification or resolution through appropriate University processes, including dispute resolution mechanisms available under the Enterprise Agreement.

4. Definitions used in our policy

Please refer to our [Adelaide University glossary](#) for a full list of our definitions.

Flexible working means adjustments to when, where or how work is performed and refers to a broad concept that includes informal flexibility agreed within work areas as well as formal Flexible Work Arrangements (FWAs) established under the Enterprise Agreement.

Flexible Work Arrangement (FWA) means a variation of working hours or arrangements as described in Section 52 of the Enterprise Agreement.

5. How our policy is governed

This policy is categorised, approved and owned in line with the governance structure of Adelaide University and the offices and officers listed below.

Policy category	Corporate
Approving authority	Vice Chancellor and President
Policy owner	Deputy Vice Chancellor - People and Culture
Responsible officer	Executive Director, People Advisory and Wellbeing
Effective from	31 October 2026
Review date	3 years after date this version is approved
Enquiries	Submit enquiries via General enquiry - P&C on Services Hub
Replaced documents	None

6. Legislation and other documents related to our policy

Refer to the [Delegation Policy](#) for all delegations at Adelaide University.

Category	Documents
Related procedures	Flexible Work Arrangements Procedure
Related legislation	Adelaide University Act 2023
	Fair Work Act 2009 (Cth)
	Disability Discrimination Act 1992 (Cth)
	Carer Recognition Act 2010 (Cth)

External references	National Employment Standards
	Adelaide University Enterprise Agreement 2026, as varied or replaced from time to time.

7. History of changes

Date approved	To section/clauses	Description of change
<i>22 October 2026</i> AD2026/430829	N/A	New policy