



Government of South Australia
Equal Opportunity Commission

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commission

Flexible Workplace Futures

Working for you and your business



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Flexible Workplace Futures



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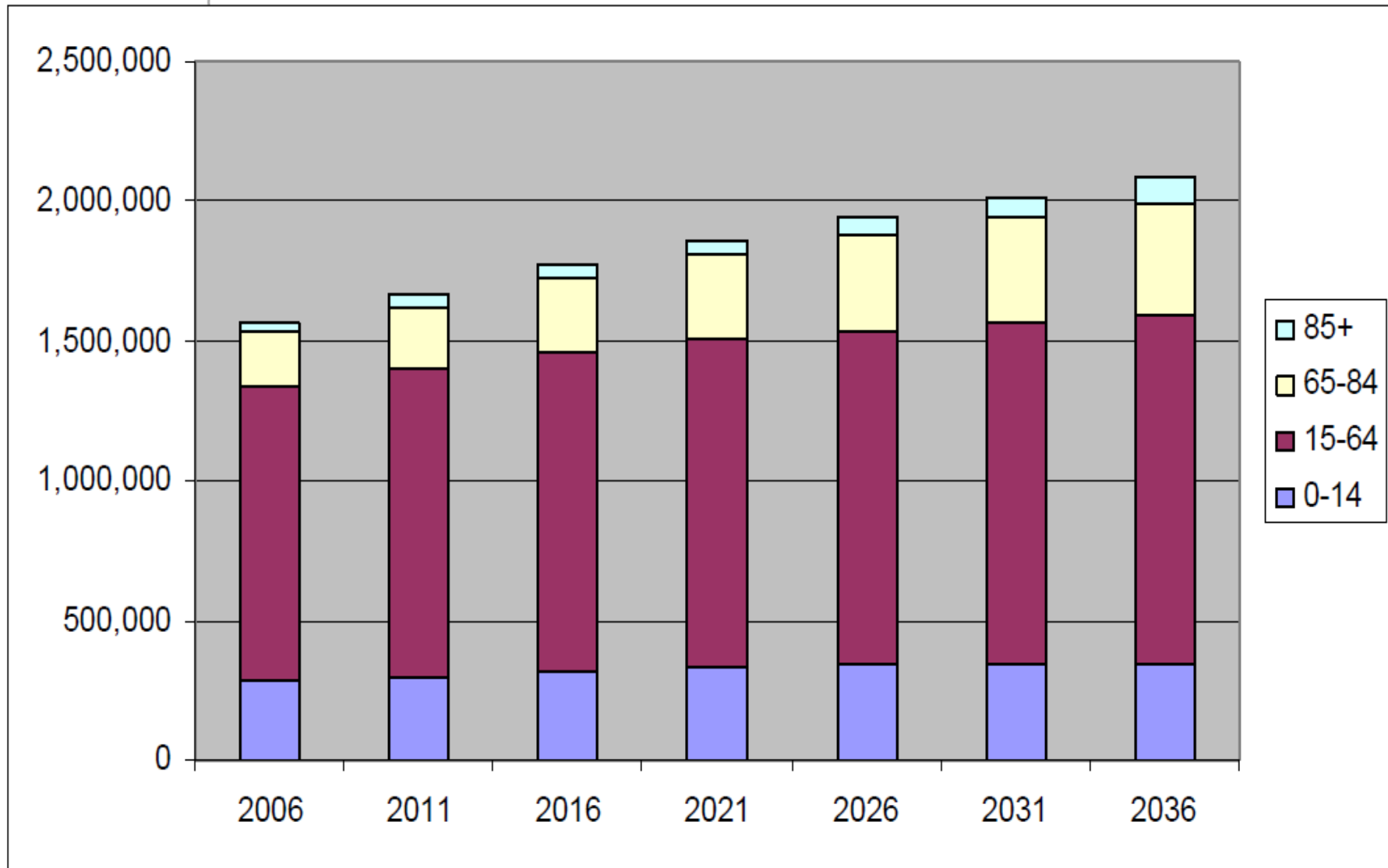
Drivers

- Economic imperative – productivity, high performance
- Increasing workforce participation rates (women, people with a disability)
- Ageing population, caring responsibilities (for everyone)
- Working longer policies



Projected growth in the size of major age groups – South Australia 2006-2036

(DPLG projections 2010)





Flexible Workplace Futures

Objective:

- To increase consistency and transparency in decision making and implementation of flexible work practices in the South Australian public sector

Reason:

- Policy and procedures exist - approaches vary
- Often dependent on individual decision makers
- Dependent on the culture of a workplace rather than best practice
- Inequality in the application process and inequitable outcomes
- Introduction of flexible work targets in CE contract





Cross agency reference group

- Office for the Public Sector
- Department of the Premier and Cabinet, Public Sector Workforce Relations
- Former DFEST and DMITRE
- Department for Communities and Social Inclusion, Human Resources; Office for Women
- Department for Health and Ageing
- Department for Correctional Services
- South Australia Police
- Department for Education and Child Development
- Attorney-General's Department, SafeWork SA
- Department of Planning, Transport and Infrastructure
- State Valuation Office





Deliverables

- Research and sourcing of best practice
- Releasing a new determination and guideline of the Commissioner for Public Sector Employment on flexible workplaces
- Tools for managers and staff developed in partnership with SafeWork SA that include:
 - E-Request form
 - training for managers
 - a manager's app
- Staff survey and handbook - DCSI
- Supporting agencies to implement tools, flexible work policies and practices
- Electronic information package - downloaded around 10,000 times between 1 July 2014 and 31 July 2015





Review of attitudes to flexible work in SA public sector

Data Sources: (CHRIS5 and HPW pilot study 2013) – (DPTI, DMITRE, PIRSA, DPC)

Findings:

- Use of FWA besides flex time is low
- Two groups seem to be working disproportionately hard: low hours part timers and full time supervisors/managers
- These two groups are least happy with FWA's
- Women utilise FWA's more than men and their use extends over most of their working lives (not just at typical child rearing ages)
- More female supervisors than male; female supervisors take up FWAs more
- Women's wellbeing decreases as they move up in rank; men's increases





Flexi Tools: Information Package

- Information about flexible work
- Economic imperatives - Infographic
- Debunking of myths
- Overview of Legislation, Standards and Agreements
- Commissioner's Determination and guideline
- Examples of more common flexible working agreements
- Case studies
- Workplace tools to support implementation
- Practical workplace actions

http://www.eoc.sa.gov.au/sites/eoc.sa.gov.au/files/attachments/Flexible_Workplace_Futures_Package_0.pdf



E- request form SafeWorkSA



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From: Bernadette Hurst <Hurst.Bernadette@dpc.sa.gov.au>
To: Hurst, Bernadette (DPC)
Cc:
Subject: FWAR for Bernadette Hurst has been completed



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The following FWAR for Bernadette Hurst has been approved by the manager and accepted by the staff member. Copies have been sent to the staff member, the manager and the designated HR and Administration Officers. Details of the request are as follows:

FLEXIBLE WORK ARRANGEMENT REQUEST	
PART A - EMPLOYEE PROPOSAL	
Type of Request: New flexible work arrangement request	
Employee Detail	
Name:	Bernadette Hurst
Employee Number:	123456
Employee Type:	Full-time
Division / Unit:	SWSA
Branch / Location:	Keswick
Telephone:	30404
Flexible Workplace Arrangement Proposal	
Reasons:	To fulfill other family or carers responsibilities, For better work-life balance
Further Information:	aaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaa
Type of Arrangement:	Work from home
Proposed Start:	3/02/2014
Proposed End:	30/01/2015
Description:	bbbbbbbbbbbbbbbbbbbbbbbbbbbbbbbbb
Details of Manager / Director	
Manager / Director:	Bernadette Hurst
Position / Title:	gg
Phone:	30404
PART B - FWAR MEETING	
Meeting Time:	29/01/2014 12:00 AM
Discussion Points:	Current work arrangements, Requested flexible work arrangements, Reasons for requested flexible work arrangement, Suitability of role for accommodating FWAR, Suitable performance measures, A trial period, The start, review and finish dates, WWS requirements (work from home requests only)
PART C - EMPLOYEE RESPONSE	
Section 1 - Outcome	
Outcome: Approved	
Section 2 - Flexible Workplace Arrangement Approved	
Agreed Arrangement: Work from home	
Section 3 - Agreed Outcome Detail	
Outcome Description:	ccccccccccccccccccccccccccccccc
Agreed Start Date:	3/02/2014
Review Date:	7/04/2014
End Date:	30/01/2015
Section 4 - Requested Flexible Work Arrangement Not Approved	
Why Not Approved:	
Information:	
Section 5 - Alternative Arrangements For Consideration	
Alternative Arrangements:	
Further Detail:	
Second Meeting:	
Section 6 - Authority	
HR Officer:	Bernadette Hurst
Admin Officer:	Bernadette Hurst
Employee Acknowledgement:	29/01/2014
Manager Acknowledgement:	29/01/2014
Sent to HR ect. on:	29/01/2014
Request created: 29/01/2014 11:52 AM	
Reference: 11	

SafeWork SA
Level 4, World Park A
33 Richmond Road, Keswick, South Australia

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Project Outcomes



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1) Supportive cultural environment

- Executive, HR Leaders and manager capability
- Culture and attitude change
- Agencies are at different points
- Shift from presenteeism and working inside the square - permission

2) Supportive employer / manager

- Dependent on individuals views
- Mistrust, rather than belief in benefits - the 'but' approach
- Confusion about role of performance development/management





Project Outcomes

3) Systemic and consistent decision making

- Need more consistent decision making
- Better data
- Recording decisions; transparency
- Learning from each other
- Cultural differences between agencies results in variable commitment and practices
- Overcoming uniqueness about roles – Why Not; How?

4) Mechanics (tools and technology) – enablers and opportunities exist



Summary



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- Policy and procedure
- Implementation and consistency
- Culture
- Manager Capability
- All Roles Flex' -

https://www.youtube.com/watch?v=__WaOE3Lzts

