

File reference: XXXXXXXXXX

Click or tap to enter a date

Fname Sname
Email address

Dear Fname,

Engagement as an Australian Public Servant (APS) employee for duties that are ongoing.

Congratulations, in accordance with paragraph 22(2)(a) of the *Public Service Act 1999* (the PS Act) the Australian Electoral Commission (AEC) is pleased to offer you an ongoing engagement as follows:

AGS number	XXXXXXXX
Position title	XXXXXXXX
Classification	Choose an item.
Position number	XXXXX
Status	Ongoing
Hours	Full time, 37.5 hours per week Add hours for part-time if applicable
Salary	\$XXXXXXXX per annum (pro-rata for part-time)
Proposed start date	Click or tap to enter a date
Location	XXXXXXXXXX

As part of the AEC onboarding process, successful applicants are required to complete a national police check and return a satisfactory outcome before commencement. Accordingly, you will receive an email from an external provider within the next 1-3 business days asking you to complete a national police check. Once you have lodged the national police check, it will be processed and we will be advised of the outcome. This process may take up to 15 business days from the submission by you of the required documentation and may impact your proposed start date.

Your conditions of employment and eligibility requirements to commence with the AEC are detailed in **Attachment A**; and, your employment is covered by the AEC Enterprise Agreement http://www.aec.gov.au/About_AEC/Publications/enterprise-agreement/contents.htm and any subsequent enterprise or collective agreement.

In order to accept this offer, please sign and return the enclosed form via the Aurion onboarding portal. Any delay in returning your signed letter and new starter forms may impact on the AEC's ability to process your payroll information and our ability to have you paid in a timely manner.

Yours sincerely,



Adam Scott | Director
Strategic Recruitment | People and Property Branch
Australian Electoral Commission

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DECISION FORM

I understand the offer made by the Australian Electoral Commission (AEC). I wish to advise my decision is as follows:

Acceptance

- ☐ I accept the offer of an ongoing engagement with the AEC and agree to the commencement date of [Click or tap to enter a date.](#)
- ☐ I acknowledge that I will be engaged in accordance with section 22(2)(a) of the *Public Service Act 1999* and, in addition to **Attachment A** my terms and conditions will be set by the *AEC Enterprise Agreement 2016-19*, or subsequent enterprise agreement.
- ☐ In accepting this offer of ongoing engagement, I particularly acknowledge:
- a) I have received a copy of the [Fair Work Information Statement](#);
 - b) My obligation to uphold the APS Values and abide by the APS Code of Conduct, and;
 - c) The requirement to maintain political neutrality.

Decline

- ☐ I decline the offer of an ongoing engagement with the AEC.

Signature _____

Full name _____

Date _____

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Attachment A: Terms and Conditions of Engagement as an Ongoing Employee

1. CONDITIONS OF ENGAGEMENT

- 1.1. Engagement with the AEC is, in accordance with paragraph 22(2)(a) of the *Public Service Act 1999* (the PS Act).
- 1.2. Engagement is subject to conditions as stated in section 22(6) of the PS Act, conditional upon the Employee satisfying and continuing to meet the following requirements:
 - a. Australian Citizenship;
 - b. Character Clearance (National Police Check);
 - c. Political Neutrality;
 - d. Successful completion of probation;
 - e. Not be subject to any restriction from a previous Redundancy from the Commonwealth Government;
 - f. Not providing false or misleading information;
 - g. Complying with the Australian Public Service (APS) Values and Code of Conduct.
- 1.3. Your engagement with the AEC is subject to the requirements of the AEC's COVID-19 Vaccination Policy.

Australian Citizenship

- 1.4. To be eligible for APS employment with the AEC you must be an Australian citizen.
- 1.5. Prior to your engagement you must provide proof of your Australian Citizenship. This might be an Australian passport or notice of evidence of Australian Citizenship (usually an Australian Citizenship certificate). An Australian birth certificate may not, of itself, be proof of Australian Citizenship.

Character Clearance

- 1.6. Engagement is subject to the AEC being satisfied that employees are of suitable character to be employed in the Australian Public Service (APS). Your engagement is subject to the passing of a character assessment, including a nationally coordinated criminal history check (police check). The AEC currently uses Equifax Australia Pty Ltd, an authorised agent of the Australian Criminal Intelligence Commission (ACIC), for the processing of these police checks, through the Fit2Work portal. You will receive your unique Fit2Work login details via SMS or email to complete the process securely online.
- 1.7. Additional information may also be sought and considered by the AEC from time to time to determine if you are of suitable character. Such additional information may include but is not limited to:
 - a. The outcome of any legal proceedings against you;
 - b. Confirmation of information disclosed to the AEC during the recruitment and engagement process, including proof of your qualification and previous work history;
 - c. Information about any previous performance or code of conduct matters; and
 - d. Details of any inquiries undertaken by professional licensing and registration bodies.
- 1.8. Employees with the AEC may be terminated if the AEC is of the view that you are not of suitable character for APS employment or if it becomes clear that a satisfactory security clearance will not be obtained or if a security clearance is refused.

Political Neutrality

- 1.9. The AEC must maintain strict political neutrality and cannot employ anyone who publicly engages in political activities or who intends to do so, or where there is a perception that the person is involved with such activity.
- 1.10. Should a situation arise during your employment where you wish to publicly engage in political activities, or where there may be a perception that you are involved in political activities, you must immediately discuss the matter with your manager. If you fail to do so sanction, including termination of your employment, may be imposed upon you.

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Probation

- 1.11. A six month probation period applies to all ongoing employees new to the APS, upon commencement with the AEC. During this period, your conduct and work performance will be assessed to determine your suitability for ongoing employment. If your conduct or work performance is assessed as being unsatisfactory during this period, your employment may be terminated on the grounds of failure to meet the conditions of your probation.
- 1.12. The six month probation period may be extended if:
 - a. you are absent from work for a significant part of the initial six months due to circumstances beyond your control (e.g. ill health, injury or accident, jury duty, etc.) and your absence prevents an adequate assessment of your performance; or
 - b. due to other factors, your manager is unable to make a determination at the end of six months, but believes that you are likely to meet probation within an additional period of time.
- 1.13. In either circumstance, the probation period will not exceed nine months in total. If you require a copy of the AEC's Probation Policy please contact Recruitment@aec.gov.au.

Previous Redundancy from the Commonwealth

- 1.14. Clause 48 of the Australian Public Service Commissioner's Directions 2016 (the Directions) set out certain restrictions on the employment, in the APS, of persons who have received a redundancy benefit from the Commonwealth Government or from the Australian Parliamentary Service for which the redundancy benefit period has not ended.

False or Misleading Information

- 1.15. Engagement is subject to the condition that the information you provide to the AEC is not false or misleading. This includes, but is not limited to, supplying the AEC with false or misleading information during the recruitment and engagement process.

APS Values and Code of Conduct

- 1.16. During your contract with the AEC you are required to adhere to the APS Code of Conduct and the APS Values and AEC policies and procedures, which may vary from time to time.
- 1.17. The APS Code of Conduct requires that you must:
 - a. Behave honestly and with integrity in connection with APS employment;
 - b. Act with care and diligence in connection with APS employment;
 - c. When acting in connection with APS employment, treat everyone with respect and courtesy, and without harassment;
 - d. When acting in connection with APS employment, comply with all applicable Australian laws;
 - e. Comply with any lawful and reasonable direction given by someone in the employee's Agency who has authority to give the direction;
 - f. Maintain appropriate confidentiality about dealings that the employee has with any Minister or Minister's member of staff;
 - g. Take reasonable steps to avoid any conflict of interest (real or apparent) and disclose details of any material personal interest of the employee in connection with the employee's APS employment;
 - h. Use Commonwealth resources in a proper manner for a proper purpose;
 - i. Not provide false or misleading information in response to a request for information that is made for official purposes in connection with the employee's APS employment;
 - j. Not improperly use inside information or the employee's duties, status, power or authority;
 - k. To gain, or seek to gain, a benefit or an advantage for the employee or any other person;
 - l. To cause, or seek to cause detriment to the employee's Agency, the Commonwealth or any other person.
 - m. At all times behave in a way that upholds the APS Values and Employment Principles, and the integrity and good reputation of the employee's Agency and the APS;
 - n. While on duty overseas, at all-time behave in a way that upholds the good reputation of Australia; and
 - o. Comply with any other conduct requirement that is prescribed by the regulations.

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- 1.18. You should fully familiarise yourself with your obligations before commencing with the AEC. Particular attention should be paid to the APS Code of Conduct and APS Values. More information in regard to these can be found at <https://www.apsc.gov.au/working-aps>.

COVID -19 Vaccination Requirement

- 1.19. It is a condition of engagement with the AEC that you comply with the AEC's COVID-19 Vaccination Policy. You can comply with the Policy by having received the primary dosage of any COVID-19 vaccine approved at the time, or having an exemption approved by the AEC.
 - a. Currently, primary dosage means two doses of an approved vaccine, according to Federal Government recommendations. However, if you are required under state or territory guidelines to have a booster vaccination to undertake certain activities in your role (e.g. to attend high risk settings), you will be required to have additional dose(s), when eligible.
- 1.20. You are required to provide accurate information about your COVID-19 vaccination status or have an approved exemption before being able to commence with the AEC. Upon commencing with the AEC, you will be required to provide evidence of your vaccination status, as per the AEC's COVID-19 Vaccination Policy.

Failure to Meet a Condition of Engagement

- 1.21. If it becomes evident that you will not be able to satisfy any of the conditions of your engagement as described above, the AEC's offer of employment to you may be withdrawn or, if you have already commenced, your employment may be terminated.
- 1.22. In accordance with subsection 29(1) of the PS Act you will be provided written notice that your offer of employment has been withdrawn or your employment terminated.

Reasonable Adjustment Support

- 1.23. If you have not received your primary vaccination dosage, the AEC will also consider the reason why you are unable to be vaccinated and whether it is reasonably practicable for you to be assigned a role which does not require you to obtain primary dosage.
- 1.24. The AEC will take into account any reasonable adjustments required to accommodate pre-existing conditions or disabilities. You may be required to undertake a medical examination or some other form of expert assessment (such as an eyesight test) before commencing your employment.
- 1.25. If you identify with a disability the AEC also has a Disability Contact Officer available to directly provide support, information and resources related to accessibility and workplace participation, contact DisabilityContactOfficer@aec.gov.au for more information.

2. TERMS OF EMPLOYMENT

- 2.1. Your employment is covered by the AEC Enterprise Agreement http://www.aec.gov.au/About_AEC/Publications/enterprise-agreement/contents.htm and any subsequent enterprise or collective agreement. The AEC Enterprise Agreement (including any subsequent enterprise agreement that may apply during your employment) is not a term of this contract.

Superannuation

- 2.2. As an ongoing employee, you may have options available to you in relation to your employer funded superannuation component. You may be eligible to:
 - a. join the employer sponsored superannuation scheme, Public Sector Superannuation Accumulation Plan (PSSap); or
 - b. nominate an alternate superannuation scheme of your choice; or
 - c. rejoin the Commonwealth Superannuation Scheme (CSS) or Public Sector Superannuation Defined Benefits (PSSdb) Scheme if you have previous Government service (and you preserved benefits in the scheme).
- 2.3. If you choose not to nominate a superannuation account the AEC will request the Australian Taxation Office (ATO) advise a "stapled fund" to make payments on your behalf. If a "stapled fund" is advised

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by the ATO, the AEC will make superannuation contributions at the same rate as if you had nominated a superannuation fund, currently 15.4%.

- 2.4. If you have any superannuation enquiries, we suggest you contact the relevant superannuation fund or your financial advisor. Please note the AEC is not authorised to supply any advice on superannuation.

Prior Service

- 2.5. Should you have any prior service with the APS, or in government service (as defined in section 10 of the Long Service Leave (Commonwealth Employees) Act 1976, or a service referred to in section 11(2) of that Act) which you would like to be recognised for Long Service Leave purposes, the recognition will be subject to confirmation that any break in employment between employers was no more than twelve months.
- 2.6. If you would like prior service recognised you must provide a statement of service completed by the previous employer verifying prior service details. The AEC can provide the relevant form at your request.

Payment of Salary

- 2.7. Salary is paid fortnightly, in arrears, via electronic funds transfer into your nominated financial institution account.

3. TERMINATION

Termination with cause

- 3.1. Your ongoing employment may be terminated by the AEC by written notice for the following grounds:
- You become excess to the requirements of the AEC,
 - You lose an essential qualification,
 - Non-performance or unsatisfactory performance of duties,
 - Inability to perform duties because of physical or mental incapacity,
 - Failure to meet a condition imposed under subsection 22(6) of the PS Act 1999,
 - Breach of the Code of Conduct,
 - Breaching any term of this contract;
 - Being convicted of a criminal offence which affects your capacity to perform your Duties or which could, or is likely to, bring the AEC into disrepute; and
 - Committing any other act that amounts to serious misconduct.
- 3.2. If your engagement is terminated in these circumstances, the AEC will ensure that any amounts owing are paid in accordance with clause 2.7 of this letter in the first available pay date following termination. However the AEC will not be liable to you for any further payments.

If you have any questions or concerns in regards to any of these terms and conditions please contact Recruitment@aec.gov.au.