Leave to Contest Elections and Hold Office Guideline

Section 1 - Purpose and Objectives

(1) This Guideline provides supporting information for staff members who are considering contesting a Federal, State or local election.

Section 2 - Definitions, Terms, Acronyms

Term	Definition
Authorised Officer	The officer authorised to exercise the relevant Human Resource (HR) power or function in accordance with the Human Resources Sub-delegations Schedules.

Section 3 - Guideline Scope/Coverage

(2) This Guideline applies to all continuing, research (contingent funded) and fixed-term staff members.

Section 4 - Guideline Statement

(3) A staff member who is employed by the University (which is considered a 'public sector entity') may have special obligations when participating in a Federal, State or local election.

(4) A staff member who is considering contesting an election should ensure that they are aware of the applicable legislative requirements (which may include resignation) prior to contesting an election.

Section 5 - General Guidance

(5) The following information is provided for general guidance only. A staff member must ensure that they are aware of the applicable requirements before contesting an election and/or holding office.

(6) A staff member who is considering contesting a Federal, State or local election should refer to the Australian Electoral Commission (AEC) or the relevant State Electoral Commission for information regarding their obligations.

Federal Elections

(7) A public sector employee cannot be elected into Federal Parliament. If a staff member wishes to contest a Federal Election, they will generally be required to resign from their position with the University.

State Elections

(8) A public sector employee may or may not be required to resign prior to contesting a State election in accordance with the relevant legislation. If the staff member is not required to resign, they will generally be required to be absent on approved leave for the duration of the election period.

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Local Elections

(9) A staff member is generally not required to resign prior to contesting a local election.

Section 6 - Leave

(10) It is generally expected that a staff member will take leave to contest an election.

(11) A staff member may apply to use available Long Service Leave or Annual Leave entitlements, or Leave Without Pay, in accordance with the relevant procedure and subject to operational requirements.

(12) If a staff member does not take leave when contesting an election, the staff member must provide satisfactory evidence to their supervisor to demonstrate that all duties can be performed as normal during the election period.

Section 7 - Election Outcomes

(13) A staff member who is successful in contesting an election and is required, or elects, to resign from their University position, should notify their supervisor as soon as practicable.

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