

Policy and Procedure Register updates – Summary of changes to:

Flexible working arrangements policy

1. Reason for new/updated policy or procedure <i>(select all that apply)</i>		
<input checked="" type="checkbox"/> Change of policy/procedure requirements	<input type="checkbox"/> Audit/review recommendation	
<input type="checkbox"/> Change to legislation/delegations	<input type="checkbox"/> Due for review	<input type="checkbox"/> Other
<p>In March 2023 the Public Sector Commission released the Flex-connect framework and resources in support of departments implementing flexible work in accordance with their obligations under the <i>Industrial Relations Act 2016</i> (Qld) and the <i>Public Sector Act 2022</i> (Qld). In response, the department is updating its resources, including the Flexible work arrangements policy and procedure.</p>		
2. Summary of changes		
<p>Changes to the policy have been included to align with the Flex-connect approach. To summarise, the changes were:</p> <ul style="list-style-type: none"> • Principles changed to align to Flex-connect framework • Under requirements: <ul style="list-style-type: none"> ○ Examples of types of flexible work are provided ○ Clarified what is not a flexible work arrangement ○ Added 'Team-centred approach' to align with Flex-connect ○ Added 'A balanced approach' to align with Flex-connect ○ Added 'Assessing a flexible work request' ○ Removed 'All employees' and 'Additional requirements for Manager, Principals and Supervisors'. These have been absorbed into new sections or moved to the procedure. • Added definitions for equity, flexible work arrangement and reasonable grounds. 		
3. Impacts to roles and responsibilities		
Does the new/updated content change staff roles/responsibilities <i>in any way?</i>		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<i>If yes, select the type of change: (select all that apply)</i>		
<input checked="" type="checkbox"/> Revised responsibilities	<input type="checkbox"/> New/additional responsibilities	<input type="checkbox"/> Removed responsibilities
Position title	Summary of change	Page #
Managers, Principals and Supervisors	Conducting team conversations about flexible work	3
4. Communication and support for implementation		
<p>Awareness sessions for leaders, employees and Human Resources are planned to coincide with the release of the Flex-connect framework and resources in April/May.</p>		
For further assistance, please contact:		
<ul style="list-style-type: none"> • Policy/procedure contact: weallbelong@qed.qld.gov.au 		