

Policy and Procedure Register updates – Summary of changes to:

Flexible working arrangements procedure

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 procedure have been included to align with the Flex-connect approach and provide more detail on processes to make and respond to flexible working arrangement requests. To summarise, the changes to process were:</p> <ul style="list-style-type: none"> • Flexible work conversation <ul style="list-style-type: none"> ○ determine if the request is a flexible work request, or if another procedure needs to be used ○ how to manage requests less than one month in duration • Submit a flexible work request <ul style="list-style-type: none"> ○ Provided more specific detail about what is to be included in the request • Consider the flexible work request <ul style="list-style-type: none"> ○ Clarified information to be shared when discussing requests with others • Managing flexible work agreements <ul style="list-style-type: none"> ○ New section added to provide guidance on steps to take after approving a request • Amendments to flexible working arrangements <ul style="list-style-type: none"> ○ Provided more information on how to manage when circumstance change <p>Under definitions, the types of flexible work were consolidated and reasonable grounds added.</p>		
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	Lead team conversations	2
	Assess if the request is a flexible work request or to manage under another procedure	3
	Communicate approved flexible work arrangements	6

	Complete roster variation forms if necessary	6
	Conduct regular review of arrangements	7
Employees	Seek independent financial advice	2
	For remote workers: <ul style="list-style-type: none"> ○ Complete a telecommuting safety self-assessment ○ Self-fund home office equipment 	2
	Communicate approved arrangements	6
	Advise approval delegate or all workplace health and safety risks, hazards, injuries and incidents associated with their working arrangements	6

4. Communication and support for implementation

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.

For further assistance, please contact:

- Policy/procedure contact:
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