
FLEXIBLE WORKING ARRANGEMENTS POLICY

APPROVALS

POLICY NUMBER	CORP-POL-078	DOC.ID	4572143
CATEGORY	Administrative		
POLICY OWNER	Manager People and Performance		
APPROVAL DATE	25 January 2022	RESOLUTION NUMBER	7674

OBJECTIVE

Isaac Regional Council is committed to embedding a culture that promotes and is supportive to diversity and inclusion across the Isaac region. IRC recognises the changing demands in work and personal life and is supportive of offering flexible working arrangements. The Flexible Working Policy sets out our commitment to ensuring that all roles have access to flexibility. Doing this will assist us to realise the benefits of using flexible working to improve service delivery, customer and employee satisfaction and thereby, assisting IRC to attract and retain a high performing and diverse workforce.

SCOPE

This policy applies to all IRC employees and is subject to legislative and operational constraints. The Policy is to be read in conjunction with the *Industrial Relations Act 2016* and IRC Certified Agreement.

DEFINITIONS

TERM / ACRONYM	MEANING
IRC	Isaac Regional Council
CEO	Chief Executive Officer
P&P	People and Performance department

ROLES AND RESPONSIBILITIES

CEO

The CEO is responsible for:

- ensuring support and consistent application of this policy.
- promoting diversity and inclusion culture through commitment to flexible working arrangements at IRC.
- the review and consideration of requests for flexible working arrangements.

Directors, Managers and Supervisors

The Directors, Managers and Supervisors are responsible for:

- complying with this policy.
- promote diversity and inclusion culture through commitment to flexible working arrangements at IRC.
- recognising that individuals have different needs that change over time and family/personal factors impact on work and productivity.
- considering requests with an open mind, and to look at different ways of working to achieve business outcomes.
- maintain confidentiality about personal disclosures.

Manager People and Performance

The Manager P&P is responsible for.

- ensuring support and consistent application of this policy.
- promoting diversity and inclusion culture through commitment to flexible working arrangements at IRC.
- including flexible working principles and resources in inductions, leadership programs, and recruitment and selection training.
- providing advice to managers for implementing flexible work arrangements, reducing staff turnover and increasing retention rates.

Employee

Employees are responsible for.

- complying with this policy.
- discussing with their Managers the challenges of work and family/personal balance and discuss possible solutions to flexible working arrangements.
- participate in training provided by IRC.
- maintaining confidentiality.

POLICY STATEMENT

Flexible working enables us to attract people with the best skills and attributes to develop a diverse and inclusive workforce. Council values flexible working arrangements and understands that they assist departments towards having productive and fulfilling workgroups that attracts and retain employees, leading to savings in recruitment and training costs, as well as maintaining corporate knowledge and expertise. It also reduces the high costs associated with workplace exclusion such as increased turnover, absenteeism and reduced productivity.

This policy and supporting documents provide guidance to employees and their managers about flexible working arrangements.

Our guiding principles are:

To ensure that our approach is less about complying with a definition, and more about putting in place flexible working based on a principles-based approach, flexible working arrangements must satisfy the following six (6) principles:

1. Current customer service requirements continue to be maintained or improved
2. Mutually beneficial
3. For everyone
4. Values the team

5. Leader Led
6. They must not compromise workplace health and safety requirements

Our objectives for flexible working are to:

- be an employer of choice for all our people and improve our ability to attract, develop and retain a diverse workforce.
- manage for outcomes and measure achievement, rather than focus on inputs and activities such as where and when work is performed.
- make flexible working a central part of Council and employees' work.
- support and empower all of our employees to be able to do their best and bring their whole selves to the workplace.
- ensure that all employees have equitable access to opportunities available at work and are rewarded and recognised for their contributions.
- Maintain our standard of workplace health and safety to flexible work arrangements.

LEGISLATIONS AND RELATED GUIDELINES

- *Industrial Relations Act 2016*
- *Work Health & Safety Act 2011*
- IRC Certified Agreement 2021

REFERENCES

TYPE	DOCUMENT ID/NAME
CORP-POL-060	Transition to Retirement Policy
CORP-POL-059	Succession Planning Policy
CORP-MISC-094	Flexible Working Arrangement Framework
CORP-PRO-084	Flexible Working Arrangement Procedure
CORP-FRM-363	Request for Flexible Work
CORP-CLT-028	Working from Home Office Risk Assessment
CORP-FRM-302	Working from Home Agreement