

## **FLEXIBLE WORK ARRANGEMENTS**

### *Objective*

To establish procedures to allow consideration of requests by employees for flexible work arrangements.

### *Scope*

This policy applies to all permanent and temporary employees of Gilgandra Shire Council.

### *Policy*

Gilgandra Shire Council supports flexible work arrangements where they are beneficial to both Council and the employee. Council recognises that employees may prefer flexible work arrangements at various stages in their working lives. Council also recognises current research findings that flexible work arrangements, if implemented and managed properly, can contribute to organisational performance, retention of valued staff, and the overall flexibility of how work is achieved.

Gilgandra Shire Council's values are integrity, leadership, selflessness, objectivity, accountability, openness, honesty, respect which recognise that our people are the organisation's most important asset. Council will strive to foster these values with the implementation of this policy.

The consideration of a request and the introduction of an approved flexible work arrangement will be considered in line with organisational requirements. To ensure that Gilgandra Shire Council meets its obligations to the customers and the other employees, Council retains control over the extent of flexible work arrangements allowable, the categories of positions to which they apply and the conditions for the individual arrangements themselves.

### *Relevant Legislation*

- The Local Government (State) Award 2017
- NSW Work Health & Safety Act 2011 and Regulations 2017
- NSW Anti Discrimination Act 1977

### *Associated Documents*

- Council's Code of Conduct (available on Council's Intranet – C&BS Documents)
- Equal Employment Opportunity Policy
- Grievance Policy and Procedures
- Workplace Bullying Policy
- Council's Performance Management Policy and related procedures
- Council's Recover at Work Policy and program (as set out in WHS Policy)

<b>Responsible Officer:</b>	Director Corporate Services		
<b>Date Adopted:</b>	15/3/07 18/2/15 17/2/16 20/3/18	<b>Resolution No:</b>	107/07 15/15 18/16 48/18
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