



Procedure 3.04 - Flexible Working

1.0 Application

This procedure applies to all direct employees of NQBP.

2.0 Procedure

2.1 Flexi-Time

Flexi-Time is a scheduling arrangement that permits variations in an employee's starting and departure times, but does not change the total number of hours contracted to work in a fortnight.

Employees may request a flex-time arrangement through their manager. As with all flexible work arrangements, flex-time hours must be approved in advance by the employee's manager. This means the employee and manager need to communicate regularly sometimes daily (if there are daily changes). This ensures managers are aware of hours of work and can communicate/manage this with the business.

Flexi-time will be considered by managers/HR on a case by case basis in accordance with the needs, requirements, and constraints of both the business and the employee. The acceptance or rejection of requests will be determined by consideration of:

- any issues relating to the security of the work area;
- operational requirements and impact on service delivery;
- the predicted impact on other employees, including the likelihood of any extra duties to cover times absent;
- the ability to provide appropriate supervision;
- the need to ensure that employees take adequate breaks; and
- any potential additional costs involved.

2.2 Part Time Work

NQBP will consider all requests from staff to work hours less than full time. Employees should, in writing, forward their request to work part time hours to their manager/HR.

2.3 Working From Home

Working from home is the practice whereby an employee works from their home residence (or another designated location) rather than from their NQBP office or site location on a regular basis. These arrangements are likely to be on a partial basis where the employee works from home for part of a week with the remaining time at NQBP's usual place of work. Set days should be communicated so service delivery can be managed.

Employees choosing to work at home either before or after work or whilst on leave, do so because of their own preference. This is not defined as 'working from home'.

2.3.1 Suitability

Staff need to be aware that working from home is not an entitlement or a right, but a flexible work option, which may be feasible for some employees as a result of their role, or at particular times.

2.3.2 Approval Process

Working from home for staff (other than pilots) is at the discretion of the Chief Executive Officer (CEO).

All formal working from home arrangements (other than pilots), must be approved before the arrangement commences.

Pilots are not required to have their arrangement approved or have their home workplace

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assessed. The long standing practice for pilots to receive emails, phone messages and undertake ancillary work from home, remains. Pilots are only required to attend the office for meetings and training as arranged.

Requests for working from home made in accordance with this procedure will be considered by the employees' Senior Executive and Human Resources after assessing the following aspects:

- Suitability of the position;
- The reasons for the application to work at home;
- The result of the home based work risk assessment; and
- The past performance of the employee.

Working from home will generally be approved on a short term basis in relation to special circumstances. An employee can be advised by NQBP at any time that working from home can no longer be supported.

NQBP will require an employee to formally apply and/or complete relevant checklists. See ERIC – Working from Home Application, and Working from home Health and Safety Checklist.

It is employees' responsibility to comply with workplace health and safety policy whilst working at home. The employee will designate the area in the home to be used as the workplace and complete the application. Any WH&S issues identified in the assessments will need to be rectified prior to the commencement of the arrangement.

2.4 Monitoring and Responsibilities

All flexible work arrangements will be reviewed:

- prior to any re-negotiation and/or extension beyond the trial period;
- whenever there are changes to the structure and/or composition of the work unit or the business;
- as part of any review of performance, service levels, tasks and priorities required.

All flexible working arrangements can be terminated by agreement or by either party giving the required notice of no more than one month.

It is expected that the employee records the days being worked at home, and is responsible for keeping their manager informed of working days/hours.

As is the case for other staff, Managers of staff working from home should establish effective and efficient communication practices so that work progress, quality and quantity, is being monitored

The employee is responsible to notify NQBP as soon as practicable of any work related accident, injury or illness whilst working from home.

NQBP may inspect the home-base work site with an appropriately qualified person to ensure compliance (at a suitable and agreed time).

3.0 Flexible Working Policy, Procedure and Legislative Framework

NQBP is a Government Owned Corporation and a port authority and is required to comply with its own policies, prescribed applicable legislation and State Government policies and procedures. This procedure should be read in conjunction with:

- (a) Policy 3 - Human Resource Management
- (b) *Work Health and Safety Act & Regulations 2011* (Qld)

4.0 Review Date

This procedure should be reviewed by 30 June 2019.

5.0 Definitions

NQBP: means North Queensland Bulk Ports Corporation Limited ACN 136 880.

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