

- ❖ <http://intranet2.central.health/people/pay-and-conditions/employment-guidelines-and-policies/outposting>

Example 3:

Danielle is based in Melbourne and is seeking an outposting arrangement to the Brisbane Office for a period of 5 weeks following the sudden passing of her cousin. Danielle comes from a close Torres Strait Islander community and family obligations require her to return home to Brisbane during this period.

Relevant factors for the delegate in approving Danielle's request for outposting are:

- The relatively short and clear period for which the arrangement is being sought.
- The personal circumstances associated with the request.
- Danielle has consistently demonstrated her ability to prioritise and manage her time and workload effectively with minimal direction and oversight.
- There are no significant security requirements associated with her job role and her short term outposting will have no negative impact on team operations and productivity.
- There are strategies in place for Danielle to keep in regular contact with her manager and team.
- Although it has been ascertained that a spare desk is not immediately available to accommodate Danielle, her manager has contacted the Queensland State Manager who is willing to arrange a **hot desk** situation to accommodate Danielle.

The Outposting application is endorsed by Danielle's manager and the arrangement is approved for the 5 week period requested.

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