

	<b>WORKING FROM HOME POLICY</b>	
	CATEGORY:	COUNCIL POLICY
	SP CLASSIFICATION:	HUMAN RESOURCES
	LG ACT 2019 REF:	None
	RESPONSIBLE OFFICER:	CHIEF EXECUTIVE OFFICER

### 1. PURPOSE

Wagait Shire Council is committed to providing flexible and family friendly working arrangements for employees. This policy outlines the circumstances in which a working from home arrangement is appropriate and provides guidelines to facilitate the management of such an arrangement.

### 2. SCOPE

This policy applies to permanent employees of Wagait Shire Council seeking to enter into a regular arrangement to carry out part of their duties from home, for a specified period of time or in exceptional circumstances, permanently.

### 3. DEFINITIONS

Term	Definition
<b>Working from home</b>	means working away from an employee's ordinary contracted place of employment
<b>Home office</b>	office' means a designated space for an employee to work while away from the workplace

### 4. POLICY

#### 4.1 Working from home arrangement

In order to ensure the safety and wellbeing of our employees, and to ensure the arrangement is consistent with Wagait Shire Council's requirements, an interested employee must apply for a Working from Home Arrangement (WFHA). All applications are considered on a case-by-case basis for approval by the Chief Executive Officer. The employee is responsible for demonstrating that the requirements of this policy have been satisfied before an application for a WFHA is approved. Wagait Shire Council may refuse an application for a WFHA where it is not suitable or it does not meet operational requirements.

#### 4.2 Eligibility criteria

Wagait Shire Council's responsibility to consider flexible working arrangements is in accordance with the Local Government Industry Award 2020 and the National Employment Standards in the Fair Work Act 2009.

Applications to work from home will be assessed according to the following criteria:

- Suitability of the employee's work to be performed off-site
- The employee being able to demonstrate efficiency will be maintained or increased as a result of the WFHA
- The reasons for the employee wanting to work from home
- Ability of the employee to complete work within the employee's agreed span of hours as detailed in their employment contract and Local Government Industry Award 2020
- The presence of the skills, ability and knowledge to work autonomously
- The impact the arrangement may have on the productivity of co-workers
- The impact the arrangement may have on service delivery and customer service
- Proposed methods for engaging with the employee and assessing their productivity and effectiveness
- The employee having a suitable home office and access to necessary equipment, internet and IT systems to enable the employee to effectively work from home

#### 4.3 Line manager responsibilities

Where a WFHA has been approved, it is the responsibility of an employee's line manager to:

- ensure the employee is working in accordance with their WFHA and adhering to the Local Government's policies and procedures
- ensure the employee has completed a risk assessment of their home office and other relevant areas, for example bathroom, kitchen and facilitate Wagait Shire Council to conduct safety inspections
- review and sign off on records of hours worked (timesheets) as required
- monitor and review the WFHA on a regular basis to ensure it is meeting the needs of Wagait Shire Council and the employee
- communicate regularly and ensure employees working from home are included in team meetings and receive all necessary information to undertake their work
- where practicable, ensure equipment and tools required to perform the tasks are provided to the employee, and
- accurately document the ownership and usage arrangements of the equipment and assets.

#### 4.4 Employee responsibilities

Where an employee's application to work from home has been approved, it is the employee's responsibility to ensure they:

- adhere to Wagait Shire Council's policies and procedures
- maintain regular contact with their respective line manager and colleagues, and be contactable during their agreed hours of work
- meet fitness for work requirements. If an employee is unwell, injured or unable to work due to other reasons, then the employee must submit a request for leave
- take all reasonable steps to establish a safe working environment and report any health, safety and wellbeing hazards, near misses and incidents
- complete and sign the Working From Home WHS checklist document
- maintain accurate and up to date records of hours worked at home within the normal span of hours

- allow a person, appointed by Wagait Shire Council, to access their home office and related areas to allow a safety inspection as required, and
- take all reasonable precautions necessary to secure Wagait Shire Council's equipment.

#### 4.5 Working from home arrangement agreement

An employee's terms and conditions of employment remain the same when working from home. This includes hours of work, remuneration and the requirement to perform their role effectively and efficiently, and to act in the best interests of Wagait Shire Council. Any variation to hours of work, availability and expectations associated with implementing a WFHA must be documented in a working from home agreement.

WFHAs will be reviewed on a regular basis to ensure they are operating effectively and meeting the requirements of Wagait Shire Council. As part of the review process, concerns with the WFHA may be addressed or if the WFHA is unsuccessful, the agreement may be terminated.

#### 4.6 Consequences of breaching this policy

This policy constitutes a lawful instruction to employees. Any breach of this policy may lead to disciplinary action including, but not limited to, termination of employment.

#### 4.7 Variation to this policy

This policy may be cancelled or varied from time to time. Wagait Shire Council's employees will be notified of any variation to this policy by the normal correspondence method.

### 5. ASSOCIATED DOCUMENTS

- Council Staff Code of Conduct
- WSC Employee Manual 2021
- Work Health and Safety Policy

### 6. REFERENCES AND LEGISLATION

*Local Government Industry Award 2020*  
*Fair Work Act 2009*  
*Work Health and Safety Act (NT) 2011*

### 7. REVIEW HISTORY

<b>Date Approved:</b> 21/02/2023	<b>Approved By Council</b> Moved: Cr Sarah Smith Seconded: President Neil White Vote: AIF	<b>Resolution No.</b> 2023/29	<b>Date for review:</b> February 2024
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<b>Date Approved:</b> <b>19/03/2024</b>	<b>Approved by Council</b> <b>Moved: Cr P Clee</b> <b>Seconded: President N White</b> <b>Vote: AIF</b>	<b>Resolution No.</b> <b>2024/056</b>	<b>Date of review:</b> <b>February 2025</b>
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