	<h1>Working From Home Policy</h1>	<b>Version No:</b>	2.0
		<b>Issued:</b>	21/04/2020
		<b>Last Review:</b>	29/03/2021
		<b>Next Review:</b>	March 2024

Name of Council	Wudinna District Council
File reference	9.63
Responsibility:	Human Resource Management
Policy Level:	Discretionary
Minutes reference:	11.5.2 (20 July 2021)
Next review date:	Council will endeavour to review this policy every three years, including within 6 months following Council's general election and/or with changes to Councils ASU Enterprise Bargaining Agreement.
Applicable Legislation:	Local Government Act 1999 South Australian Work Health & Safety Act 2012 South Australian Work Health & Safety Regulations 2012 Return to Work SA Performance Standards for Self-Insurers (PSSI)
Related Policies:	Work Health & Safety and Return to Work Policy Human Resource Policy
Related Procedures:	Hazard Management Procedure Remote and Isolated Work Procedure Incident Reporting and Investigation Procedure
Related Documents:	Local Government Employees Award South Australian Municipal Salaried Officers Award Application Form – Request to Work from Home Working from Home Checklist

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### 1. PURPOSE

Wudinna District Council (Council) acknowledges that working from home arrangements may be appropriate for certain positions and in certain circumstances (and additionally during unique times, extreme events or when the Business Continuity Plan has been enacted) that there may be opportunities for designated employees to continue working (albeit) from home (WFH).

Council acknowledges that it has a duty of care to ensure that those employees working from home do so in a safe working environment.

Employees have a responsibility in this regard also.

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It is important that working from home arrangements are consistent with the needs of Council and do not adversely affect other workers.

The purpose of this Policy is to establish procedures and guidelines for employees who wish to work from home.

## 2. APPLICATION

This Policy does not form part of any worker's contract of employment or service.

WFH is determined on a case-by-case basis giving consideration to the event, nature of the role being performed and the priority of the work to be completed. The opportunity to work from home is not an entitlement and can only occur by formal agreement between Council and affected employees.

Council maintains at all times the right to terminate a working from home arrangement.

## 3. DEFINITIONS

**'Working from home'** is working away from a worker's ordinarily contracted place of employment.

**'Home office'** is a designated space for a worker to work while at home.

## 4. POLICY

Not all workers or all positions are suited to working from home arrangements. For this reason, workers will be offered working from home on the basis of their suitability.

Workers who apply to work from home should be prepared to show their suitability by completing an 'Application Form - Request to Work from Home'.

A worker must be able to demonstrate that:

- a) Efficiency will be maintained or increased as a result of the arrangement.
- b) The productivity of a worker's team or work group must not be adversely affected.
- c) The level of customer/client service will be maintained or increased.
- d) Home commitments will not detract from the performance of the work.


### 4.1. Working from Home Arrangements

- 4.1.1. A WFH arrangement is a formal arrangement with the working conditions clearly documented. The Manager or Supervisor is responsible for ensuring that the requirements under this Policy have been satisfied prior to endorsing a WFH request.

The Manager or Supervisor should consider the general nature and requirements of the employee's work duties and the employee's ability to work autonomously. An employee who requires close supervision or interaction with other employees may not be suitable for the independent nature of a working from home arrangement.

The Chief Executive Officer will consider all requests and approve/reject in writing a WFH arrangement consistent with the requirements of this Policy.

- 4.1.2. During an emergency event such as a loss of service or event where employees (or others) may be a risk while working at their normal workplace the Chief Executive Officer may request that employees who have the ability to work from home do so to assist in mitigating such risks. Such requests must still satisfy the requirements of this Policy.
- 4.1.3. A worker may be provided with access to and use of Council property, equipment and information, including the Council network. By accepting and using remote access privileges a worker has a shared responsibility to protect property, equipment and information against theft, unauthorised access and destruction.

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- 4.1.4. In accordance with the Work Health and Safety Act (SA) 2012 and Council's Work Health Safety and Return to Work Policy it is important that:
- a) The home-based worksite is a safe area to work.
  - b) Systems of work undertaken in the home-based worksite are safe.
  - c) Employees working from home are provided with appropriate information to enable them to perform their work safely; and
  - d) All hazards are adequately identified and controlled, and all incidents investigated.
- 4.1.5. Where it is not practical to conduct a workplace health and safety inspection for an emergency working from home arrangement, a workplace health and safety check must be conducted by the worker. They will be provided with a 'Working from Home Checklist' which must be completed, signed and returned to the employer prior to commencing work from home.

## 4.2. Requirements for Home-based Worksite

### 4.2.1. Employee Responsibilities


Employees approved to work from home shall:

- a) Adhere to all Council's policies and procedures relevant to their duties.
- b) Maintain up to date hours worked at home within normal span of hours.
- c) Maintain an accurate timesheet whilst working from home detailing the work undertaken and the duration.
- d) During the time working from home, contact is to be maintained with their manager or supervisor via electronic means, such as email, handheld communication device, fax, and telephone. This should be determined by the manager/supervisor and the employee.
- e) Continue to maintain confidentiality in relation to Council information while working from home; the same as if working in the office. Given the potential security issues, a worker must take extra care to ensure confidential information is properly protected (including from family or household members).
- f) Immediately inform their manager or supervisor if a change occurs where the employee cannot fulfil the agreed duties such as illness, non-work-related injury, the need to undertake a non-work-related activity (to be clear an employee whom is sick or required to undertake care taker duties is required to notify their manager at the start of shift or as soon as practicable);
- g) Provide authorised employees or other approved parties access to the home-based worksite where necessary for matters such as WHS inspections, and the retrieval of any supplied equipment; and
- h) Take reasonable precautions necessary to secure Council property, equipment and information (both paper and electronic) within their home. This includes taking all reasonable precautions to prevent unauthorised access and use of such property, equipment and information.

### 4.2.2. Manager/Supervisor Responsibilities:

The Manager/Supervisor shall:

- a) Monitor the WFH arrangements to ensure that agreed work outcomes are being delivered.
- b) Review and approve hours worked.
- c) Monitor and review the WFH arrangements on a regular basis.
- d) Schedule communication meetings including methods of disseminating information to employees who are working from home.

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- e) Provide equipment and tools, as required, to perform the tasks; and
- f) Accurately document the Council equipment and assets at the home-based worksite in the WFH arrangement.

#### 4.3. Reimbursement of Expenses

- 4.3.1. Council may reimburse at its own discretion, the worker in part or in full for adjustments required to make their home safe in relation to compulsory working from home arrangements, where Council considers this reasonable.
- 4.3.2. Council may approve reasonable reimbursement for out of pocket expenses incurred as a result of compulsory work from home expenditure.
- 4.3.3. The worker must complete a Reimbursement Claim Form and attach relevant documentation to substantiate the claim for expenses.

#### 4.4. Work Health and Safety (WHS) Considerations:

##### 4.4.1. Employee Responsibilities:

- a) Ensure that the home-based worksite complies with WHS requirements at all times.
- b) Complete a 'Working from Home Checklist'.
- c) Where the safety inspection or check reveals that adjustments are required to a worker's home for safety reasons, they must cooperate in making the adjustments.
- d) When requested and if required provide evidence of a safe home workspace such as photographs or by the means of a visual inspection by the Manager or Supervisor.
- e) Ensure that they remain fit for duties at all times when working from home and comply with the Human Resource Policy.
- f) Report any WHS risks in the home-based worksite and notify immediately their Manager or supervisor of any work-related accident, injury, illness arising from home-based work.
- g) Notify immediate Manager/Supervisor of any changes to the home-based worksite or its location since the latest worksite inspection.
- h) Maintain a clear delineation of when they are working and when they are not working; and
- i) Ensure that all work is performed within the home-based worksite and maintain accurate timesheets.

##### 4.4.2. Manager/Supervisor Responsibilities:

- a) Ensure that a 'Working from Home Checklist' for the proposed home-based worksite is completed by the employee, prior to the commencement of use of the home-based worksite.
- b) Ensure that appropriate recommendations based on the Checklist are implemented prior to the commencement of use of the home-based worksite.
- c) Ensure the employee is properly aware of relevant Council policies, procedures and processes and has received any required training.
- d) Maintain regular contact with the employee(s) working from home.
- e) Ensure that all incidents are investigated in accordance with Council's policies and procedures; and
- f) Regularly monitor the agreements in place to ensure that WHS and HR requirements are being adhered to.

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#### 4.4.3. WHS Coordinator

- a) Take receipt of a completed 'Working from Home Checklist' from the WFH employee (or their Manager/Supervisor) that determines the WFH is adequately risk assessed in line with Council practices; and
- b) Provide advice to Managers/supervisors and employees to implement all recommendations based on the completed Working from Home Checklist.

#### 4.4.4. Chief Executive Officers Responsibilities:

- a) Give consideration to the request for a WFH arrangement based on business needs and approve or reject applications in writing.
- b) Ensure that all WFH arrangements are approved within the provisions of this Policy; and
- c) Review and monitor conformance of this Policy.

### 5. AVAILABILITY OF THE POLICY

This Policy will be available for inspection at Council's principal office during ordinary business hours and on the Council's website [www.wudinna.sa.gov.au](http://www.wudinna.sa.gov.au). Copies will also be provided to interested members of the community upon request, and upon payment of a fee in accordance with Council's Schedule of Fees and Charges.