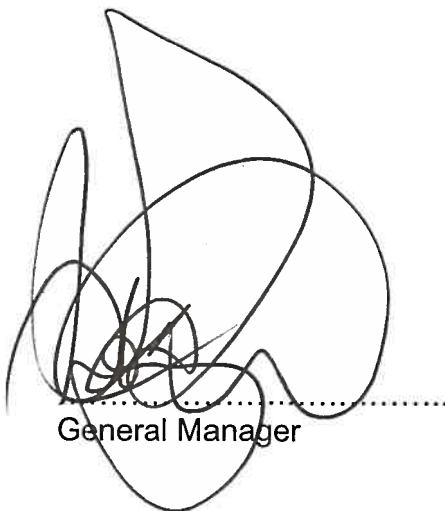




Working From Home Policy

DOCUMENT AUTHORISATION

RESPONSIBLE OFFICER:		MANAGER OF ADMINISTRATION AND HUMAN RESOURCES (MAHR)			
REVIEWED BY:		MANEX, Staff Consultative Committee			
REVIEW DUE DATE:		November 2024			
VERSION NUMBER:		5			
DOCUMENT NUMBER:		N/A			
PREVIOUS VERSIONS:	DATE:	RESOLUTION NO:	DESCRIPTION OF AMENDMENTS:	AUTHOR / EDITOR:	REVIEW / SIGN OFF:
5	25/11/2021	24.11/21	Policy format updated, Acknowledgement of Country added, applicability section expanded, roles and responsibilities clarified, reference to state mandated working from home included, legislation and supporting documents updated.	MAHR	Council
4	25/10/2018	18.10/18	General revision	MAHR	Council
3	24/09/2015	19.09/15	General revision	MAHR	Council



.....
General Manager

18/1/22.
.....
Date

ACKNOWLEDGEMENT OF COUNTRY

Glen Innes Severn Council acknowledges and pays respect to the Ngoorabul people as the traditional custodians of this land, their elders past, present and emerging and to Torres Strait Islander people and all First Nations people.

PURPOSE

The purpose of this policy is to:

- provide employees with increased flexibility to meet personal, carers and family commitments;
- outline the underlying principles for working at home and how applications to work at home will be dealt with;
- provide guidelines and standards to ensure the safe and productive performance of home based work; and
- improve workplace productivity in the completion of urgent work projects.

APPLICABILITY

This policy applies to all employees of Council.

OUTCOMES

Glen Innes Severn Council has a workplace that is family friendly and supports appropriate flexible work practices to assist staff to balance their work and personal lives. As part of this commitment, Council will provide employees with opportunities to work from home under circumstances where it is appropriate to do so.

ROLES AND RESPONSIBILITIES

It is the responsibility of each employee who wishes to work from home to understand and comply with this Policy and to have a current Working from Home Agreement approved by the General Manager before commencing work from home.

It is the responsibility of managers and supervisors to ensure that their team members understand this Policy and the Working from Home Agreement and that the Working from Home Agreement is fully completed and approved by the General Manager before any employee under their control works from home.

POLICY STATEMENT

This Policy has been developed to provide flexibility to both the workplace and employees; however, it should be acknowledged that the designated Council workplace is, and will remain; the primary place of work and that working at home arrangements will only be approved in certain circumstances.

Under normal circumstances, no employee is to be directed or compelled to work from home. The only exception to this rule will be if Council is directed to have staff working at home due to circumstances beyond its control, for example, due to a Public Health Order or other direction from the government.

Working from home arrangements shall be by agreement and for a pre determined fixed term. All arrangements to work from home will be made in accordance with Glen Innes Severn Council's Working from Home Agreement.

LEGISLATION AND SUPPORTING DOCUMENTS

Relevant Legislation, Regulations and Industry Standards include:

- *Local Government (State) Award 2020*; and
- *Work Health and Safety Act 2011 (NSW)*.

Relevant Council Policies and Procedures include:

- *Work, Health and Safety Policy*, and
- *Working From Home Agreement*.

VARIATION AND REVIEW

The Working From Home Policy will be reviewed every three (3) years, or earlier if deemed necessary, to ensure that it meets the requirements of legislation and the needs of Council. The term of the Policy does not expire on the review date, but will continue in force until superseded, rescinded or varied either by legislation or a new resolution of Council.

Appendix A**Document Control Continued**

PREVIOUS VERSIONS:	DATE:	RESOLUTION NO:	DESCRIPTION OF AMENDMENTS:	AUTHOR / EDITOR:	REVIEW / SIGN OFF:
2	22/08/2013	12.08/13	General revision	MAHR	Council
1	24/02/2011	26.02/11	General revision	MAHR	Council