

## Policy 2.25 Workforce Working from Home

**Reference/s** Occupational Safety & Health Regulations 1996  
Occupational Safety & Health Act 1984

**Date Proposed/Adopted** 20 October 2021 Motion Number

***This policy supports the delivery of the Shire of Cranbrook Vision***

*That the Shire of Cranbrook is a proactive, sustainable, safe, friendly and prosperous place to be*

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### **PURPOSE**

The Shire of Cranbrook recognises the potential benefits of providing flexible working arrangements that will assist employees with balancing the demands of work with their family and/or personal responsibilities.

The Shire of Cranbrook aims to provide employees with the flexible option to work from home and to ensure the safety of employees where appropriate.

### **SCOPE**

All administration employees

### **OBJECTIVE**

It is not the intention of this policy to enable staff to work from home on a regular basis so as to substitute or reduce regular childcare arrangements that would normally be needed during work hours.

Work from home may only be entered into by mutual agreement between the Shire of Cranbrook and the employee on a case by case basis. Where it is a one off need to work from home it can be approved by the employee's manager. Where it is more than a one-off event it must be approved by the Chief Executive Officer.

Where employees work from home for more than a week at a time, they are required to attend the office weekly or as instructed, at the time determined by the manager, to meet with their manager and work colleagues. This attendance would enable monitoring, feedback, two-way interaction and can include formal meetings and/or informal communication.

If employees are working limited weekly hours, it may be more economical for this interaction to be conducted via Zoom or MS Teams. This will be determined on a case by case basis in agreement with the employee and their manager.

If an employee works from home on an ad hoc, regular or long-term basis, a Working from Home Agreement approved by the Chief Executive Officer is required. A specific workspace must be designated at the employee's home and that workspace must be assessed in accordance with the Shire's Workplace Inspection Checklist by the employee or an appropriate Shire of Cranbrook representative. This ensures the appropriate workspace, chair and equipment if carrying out computer work is set up appropriately.

The provision of information technology equipment and services for employees working from home is subject to availability and approval by the Chief Executive Officer.

An employee's own equipment can be used once it has been approved by the respective manager. In this instance it will require setup by the Manager Corporate and Community to enable remote access.

Any homebased work is seen as an extension of the primary workplace, so employee requirements under the Occupational Safety and Health Act (1984) are to take reasonable care of their own health and safety. This is the same at home as it would be at the workplace and includes the need to report any hazards or incidents to the employer as well as ensuring that hazards in the home are managed.

### **PRINCIPLES**

Approval to work from home on interim short-term assignments or where deemed necessary for development outcomes may be granted if:

- The employee's duties are suitable for work from home;
- The work carried out from home does not contravene any local or state government regulations;
- Suitable equipment has been provided either by the organisation or the employee;
- Record keeping and information management is undertaken in accordance with the Shire's records management policy;
- Hours of work, rest breaks and a suitable work area have been agreed to;
- Reporting processes have been arranged;
- The employee has sufficient information, experience and training to undertake work safely and with a minimum of assistance and direction;
- The arrangement would enhance or maintain productivity;
- There would be no significant additional expenses incurred;
- Working from home is an approved condition of employment in line with the Fair Work Act 2009;
- There are valid personal or family reasons and/or there is a benefit to the Shire of Cranbrook
- Circumstances exist where family – life balance will assist the organisation in retaining valuable staff and reduce the cost associated with turnover.

### **PROCEDURE ASSOCIATED WITH THIS POLICY**

Code of Conduct

Working from Home Checklist – Two (2) photos of works space to accompany this document

Self-Assessment Checklist (LGIS)

## **ROLES AND RESPONSIBILITIES**

### **All Employees**

- Are to adhere to all Shire of Cranbrook policies and procedures;
- Must be contactable during normal working hours;
- Must ensure fitness for work requirements are met. If staff members are unwell or unable to work due to other reasons, then leave entitlements are to be accessed;
- Ensure home worksite complies with health and safety requirements at all times;
- Employees working from home for more than one (1) week at a time, are required to attend the office weekly or as instructed/agreed to by their manager; and
- Take responsibility for delivering their workload as agreed with their manager.

### **Manager**

- Ensure the employee is working in accordance with their Working from Home Agreement and following all Shire of Cranbrook policies and procedures;
- Review and sign off on hours worked (timesheets) as required;
- Monitor and review and amend the Working from Home agreement as required;
- Schedule communication meeting with the employee working from home; and
- Where applicable, provide equipment required for employees to perform Working from Home tasks adequately.

### **Chief Executive Officer**

- Schedule communications with the Working from Home employee's manager for updates;
- Monitor, review and amend the Working from Home agreement as required.

## **DOCUMENT AND STRATEGIC PLAN LINKS**

### **Strategic Community Plan 2021 – 2031**

**Outcome 16 – High Performing Shire:** An accountable and respected Shire, investing in its people and structures.

**Deliverable 16.1:** A Shire and supporting entities are well-governed with delineated roles and accountabilities.

**Outcome 7 – Enabled Economy:** A business system is well-functioning through partnerships and alliances.

### **Key Pillar: Connect**

**Outcome 13 – Knowledge:** A community driven by data, not opinions and can see the balance between investing in work, live and visit.