



# WORK FROM HOME POLICY

## PC17

<b>Policy Title:</b>	<b>Work From Home Policy</b>		
<b>Policy Type:</b>	People & Culture		
<b>Policy Custodian:</b>	Chief Executive Officer		
<b>Records Number:</b>	26968	<b>Version:</b>	1.0
<b>Approval Date:</b>	21/07/2025	<b>Next Review Date:</b>	21/07/2029

### Purpose

This policy establishes a clear framework for Work From Home (WFH) arrangements at West Daly Regional Council (WDRC), ensuring flexibility while maintaining accountability, service delivery, and compliance with the Fair Work Act 2009 (Cth) (FWA), the National Employment Standards (NES), and the WDRC Enterprise Bargaining Agreement (EBA).

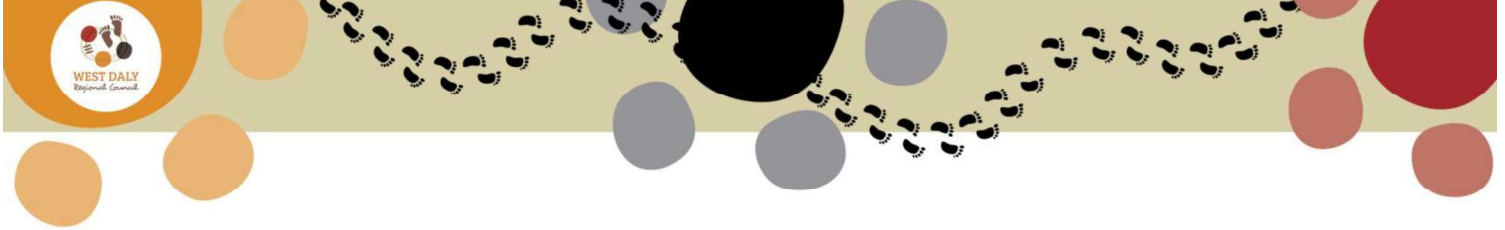
### Scope

This policy applies to all WDRC employees, including full-time and part-time permanent employees. Casual employees and those on probation are not generally eligible for WFH, unless approved by their direct manager under exceptional circumstances. No position is automatically entitled to WFH, and all requests are subject to a comprehensive assessment and managerial discretion.

Long Term Flexible Work agreements (for particular personal circumstances such as Pregnancy) are dealt with in accordance with *Section 65 of the Fair Work Act 2009* and *Section 47 of the WDRC Enterprise Bargaining Agreement (EBA)* these arrangements are out of scope of this policy.

### Policy Statement

West Daly Regional Council recognises the evolving nature of the modern workplace and the benefits that flexible work arrangements can offer to both employees and the organisation. The Council is committed to supporting a healthy work-life balance while ensuring continued service delivery and productivity. This Work From Home (WFH) Policy sets out the framework and conditions under which employees may work from home, ensuring compliance with legislative obligations and internal



operational needs. WFH should in no way be used or considered as a substitute for Personal/Carer's Leave.

It is important to emphasise that no employee is granted an automatic right, entitlement or contractual right to Work From Home. Whether an Employee is permitted to Work From Home is at the absolute discretion of WDRC.

## Key Policy Elements

### Types of Home Working Arrangements:

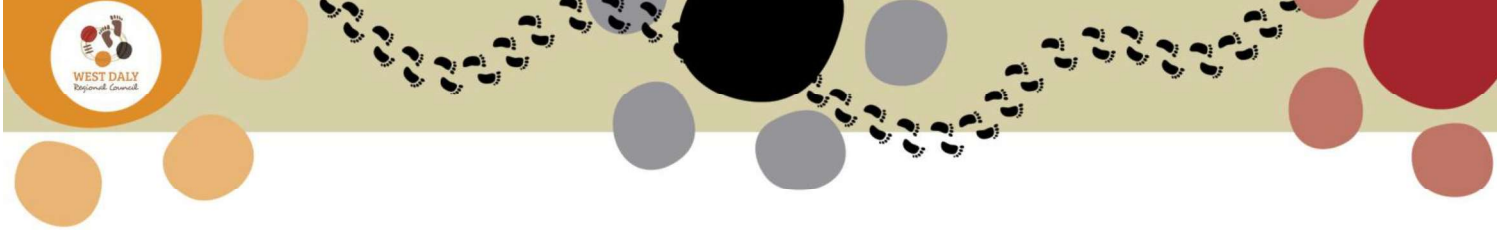
- **Ad Hoc WFH:** Temporary arrangements for one or more days (but not exceeding two weeks), approved by a line manager and director, based on operational needs.
- **Flexible Work Arrangements:** This covers circumstances where an employee is requesting for a set and regular WFH Schedule (e.g. WFH every Thursday) – approval is at the discretion of the employee's manager, department Director and a final decision by the CEO is required.
- **Special Circumstances / Long-Term Flexible Work:** Longer-term arrangements due to specific personal circumstances or ongoing needs as defined in the Fair Work Act 2009. Approval must be granted by the CEO in accordance with the WDRC Enterprise Bargaining Agreement 2024 and the Fair Work Act 2009. These Long-Term Flexible Work agreements are out of scope of this policy.

#### 1. Eligibility Criteria

- Employees must not be in their probationary period unless otherwise approved.
- The Employees role must be assessed as suitable for remote work.
- The Employee must:
  - Demonstrate the ability to work independently and manage their workload.
  - Formally request WFH privileges in accordance with the application process detailed in this policy.
  - Be approved to work from home in accordance with this policy.
  - Assess the appropriateness of their Home Workspace in accordance with Sections 4, 5 and 6 of this policy.
  - Maintain performance and responsiveness equivalent to office-based work.

#### 2. Application Process

- Requests for single-day Ad-Hoc WFH should be submitted, in writing, at least one working day in advance of the proposed WFH day.
- Requests for more than one day Ad-Hoc WFH or Flexible Work Arrangements should be submitted with the appropriate lead time to ensure operational requirements can be met.
- Approval authority refer to WDRC Organizational Chart:
  - Line Manager: For single-day Ad-Hoc requests.



- Director: For requests exceeding one day or Flexible Work Arrangements as defined by this policy.
  - CEO: For Final approval of Flexible Work Arrangements
- Requests for Flexible Work Arrangements must be submitted using the prescribed request form [PC FRM 01]
- HR must be notified of all Flexible Work Arrangements approvals to maintain central oversight.
- Any requests can be rejected at the discretion of the approver.

### **3. Assessment Criteria**

Managers will assess WFH requests and will consider the following criteria:

- Whether the role can be effectively performed remotely.
- The potential impact on team dynamics and operational requirements.
- Whether there is adequate physical presence maintained at the office site.
- Whether service delivery for community facing services can be adequately performed remotely.
- The employee's demonstrated ability to work autonomously.
- The assessment will always be subject to the discretion of the manager making the assessment.

### **4. Health & Safety (WHS)**

- Employees must ensure that they have access to a dedicated, safe, and ergonomically compliant work area.
- Employees are responsible for maintaining WHS standards while working from home and must report any work-related incidents immediately.

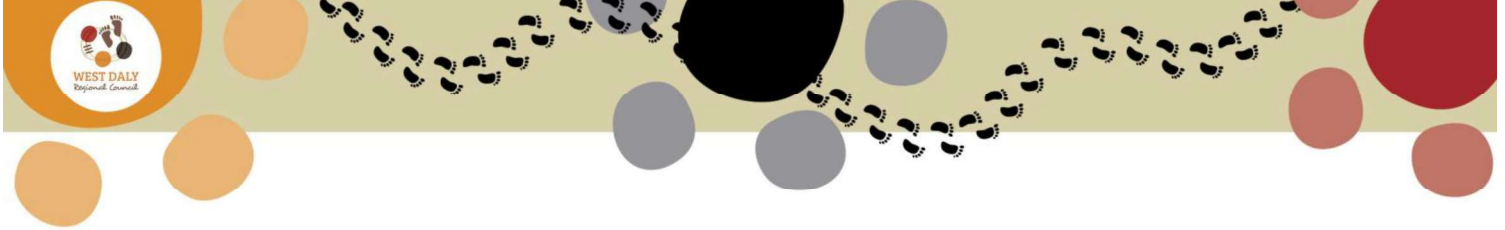
### **5. Equipment & Technology**

- If WFH arrangements have been approved WDRC will provide a laptop from the Council's asset pool, accessing a laptop from the Council's asset pool can only be undertaken by completing [PC FRM 02]. Other equipment (e.g. monitors, ergonomic chairs) will not be provided.
- Employees are responsible for:
  - Maintaining a stable internet connection.
  - Using only Council-issued equipment.
- Standard IT support will be accessible during normal business hours.
- All cybersecurity protocols must be strictly followed. Breaches may result in revocation of WFH privileges.

### **6. Confidentiality & Security**

Employees must comply with all duties and obligations regarding confidentiality, privacy, data protection and use of WDRC IT systems and network as set out under their contract of employment and relevant policies, including:

- Employees must not print or physically store confidential Council information at home.



- Employees must not undertake sensitive or confidential communications without being in a secure environment.
- Personal devices must not be used to conduct Council business, unless otherwise authorised.
- All digital communications and document management must occur through secure, approved channels.

#### **7. Performance Monitoring and Communication**

- Employees must adhere to standard working hours unless an alternative schedule is formally approved.
- Managers may require regular check-ins, status reports, or team updates.
- Performance standards remain the same as if the employee were working on-site.

#### **8. Review & Modification of WFH Arrangements**

Home working arrangements are subject to regular reviews and may be varied or withdrawn at any time (with or without a review) at the managers discretion including in response to any changed circumstances.

WDRC reserves the right to reasonably modify or withdraw WFH approvals at any time, based on performance, operational needs, or compliance concerns. Particularly if the following occurs:

- The Employee fails to comply with WDRCs policies and procedures (including this policy) or their contract of employment;
- There are confidentiality or health and safety risks which cannot be addressed
- Deliverables or other commitments are not being met
- The WFH arrangement is negatively affecting the work team or other operational needs.

#### **9. Compliance and Legal References**

- This policy is in alignment with:
  - I. The Fair Work Act 2009 (Cth).
  - II. National Employment Standards (NES).
  - III. Applicable provisions in the WDRC Enterprise Bargaining Agreement 2024
- Non-compliance with this policy may result in disciplinary action.

#### **10. Policy Review**

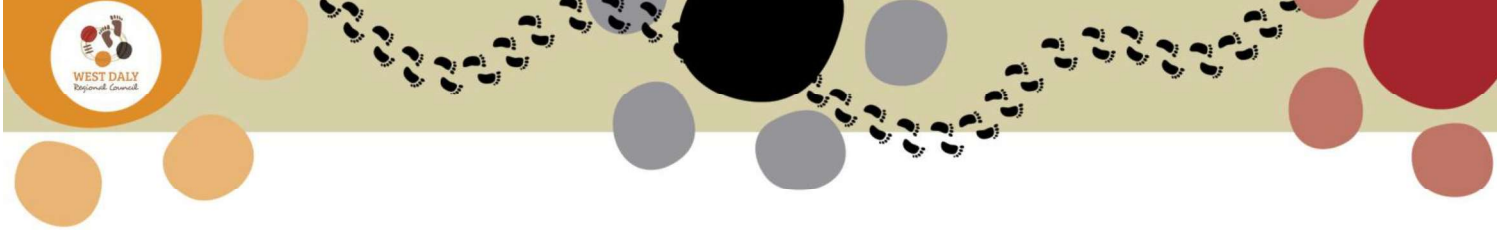
This policy will be reviewed by the next indicated review date or sooner if required by legislative changes, operational shifts, or identified deficiencies in application.

#### **References**

Fair Work Act 2009 (Cth).

National Employment Standards (NES)

WDRC Enterprise Bargaining Agreement 2024 (EBA)



## Definitions

For the purpose of this policy, the following definitions apply:

<b><u>Term</u></b>	<b><u>Definition</u></b>
CEO	Chief Executive Officer
Council	West Daly Regional Council abbreviated to <b>WDRC</b>
Employee	Employee means all employees of West Daly regional Council, whether employed on a permanent, fixed term or casual basis and including volunteers, apprentices and trainees.
Personal/Carer's Leave	Is a leave type which allows an employee to take time off with pay (per accrual and in accordance with FWA) if: <ol style="list-style-type: none"> <li>1. They are too sick or injured to work, or</li> <li>2. They need to care for a family/household member who is sick, injured, or dealing with an unexpected emergency.</li> </ol>
WDRC Enterprise Bargaining Agreement (EBA) 2024	This is a legally binding agreement between West Daly Regional Council (WDRC) and its employees that sets out terms and conditions of employment, including wages, working hours, leave entitlements, and other workplace rights. The EBA is negotiated under the Fair Work Act 2009 (Cth) and takes precedence over standard awards, provided it meets or exceeds minimum legal standards.
WFH	A flexible work arrangement where an employee performs their job duties remotely from their residence, subject to approval and compliance with WDRC policies. This definition does not take away from the explicit types of Work From Home identified in this policy.
WHS	Work Health and Safety

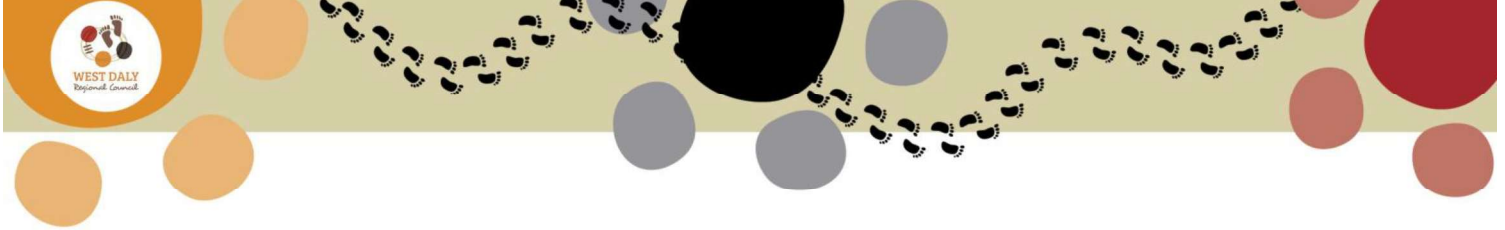
## Related Documents

WDRC Enterprise Bargaining Agreement 2024


PC FRM 01 Flexible Work Arrangement Request [PC FRM 01]

PC FRM 02 Laptop/Asset Pool Request Form [PC FRM 02]

WDRC Organizational Chart



Review History				
Version Number	Approval Date	Policy Number	Policy Name	Minutes ref./ resolution no.
1.0	21/07/2025	PC17	Work From Home Policy	NA

Endorsement	
Signature:	
Date:	Jul 31, 2025
Name and Position:	John Thomas, Chief Executive Officer