

### 1 Purpose

Toowoomba Regional Council (Council) is committed to offering flexible work arrangements whilst meeting Council's operational requirements. As part of this commitment, Council offers employees the opportunity to apply to work from home.

This procedure sets out the steps involved in applying for, assessing, implementing and monitoring the ongoing effectiveness and safety of working from home arrangements.

### 2 Scope and applications

This procedure applies to all permanent (full-time and part-time) employees, maximum term employees, and those engaged on a casual basis who have completed a minimum of six (6) months satisfactory service with Council.

Unless, special consideration/exemption is approved by the General Manager, this procedure does not apply to:

- Employees serving a probationary period;
- Employees on a performance management plan or are subject to a disciplinary process;
- Field based employees who are unable to work away from site;
- Members of a Council Emergency Control Organisation (ECO);
- Contractors and agency employees;
- Apprentices;
- Generator roles that require supervision;
- Trainees; and
- Work experience students and volunteers.

Trainee or Apprentices cannot work from home unless Council has made an application and received approval from the Department of Trade, Employment and Training. Please contact P&C - LODE to seek advice.

Approval may be given for an employee to work from home where it has been clearly identified that:

- the arrangement would enhance or maintain employee productivity;
- the arrangement would improve health and wellbeing, or increase employee job satisfaction or retention of a high performing employee in a difficult to recruit role; or
- there is a benefit to Council; including but not limited to customer and community service levels;
- it is not impractical to reorganise work arrangements among other staff;
- there would be no significant additional expenses incurred to Council;
- working from home is an approved condition of employment;
- there are valid personal or family reasons.

The above conditions can be considered individually or as a combination at the discretion of the approving Branch Manager or Supervisor. The relevant General Manager may approve an employee, who is not included in this scope, to be subsequently included due to operational requirements of the branch. It is important to note that the operational requirements of the organisation take precedence over any Working from Home agreements.

In the event of a Queensland Government Health Order requiring employees to isolate or other emergency situations, the Branch Manager may include employees who are not in this scope, provided all other conditions of the procedure are met.

### 3 Principles

Council is committed to offering a flexible and sustainable work-life balance that assists both operational requirements and employee and is guided by the key priorities defined within the Toowoomba Regional Council's Corporate Plan (2024 - 2029):

- 4.4 Enhance Council's reputation as an employer of choice through values based leadership, fostering collaboration, engagement and trust and nurturing staff
- 4.5 A commitment to staff and Councillor safety, health and wellbeing, including mental wellbeing
- 4.7 Knowing and managing our risks

In addition to upholding the Corporate Plan principles/principles outlined above, Council is committed to upholding the obligations within the *Human Rights Act 2019* by giving proper consideration to the provisions of the Act when making decisions relevant to this policy/procedure.

### 4 Content

#### 4.1 Working from home

Any agreement to enter into a working from home arrangement will be by mutual agreement between Council and the employee, subject to operational and safety requirements and appropriate approvals. Working from Home is classified under two categories:

1. Ad hoc arrangement to Work from Home; and
2. Regular arrangement to Work from Home.

If an employee requests to work from home and it is deemed to be unsafe for the employee or not mutually beneficial to the organisation and the employee, Council reserves the right to refuse such working from home requests. Ultimately, the arrangement needs to support the organisation and the employee to be considered and where an employee's working from home arrangement is to the detriment of the organisation, an employee can be directed back to the workplace if it is operationally required. All requests for working from home arrangements are required to be accompanied by a formal Working from Home Agreement (WFHA).

##### 4.1.1 Ad hoc arrangements

Council recognises that it may be necessary for an employee to Work from Home on an ad-hoc and temporary basis in situations such as, but not limited to:

- Undertake work in an environment where interruptions are kept to a minimum;
- For valid temporary personal, family or health reasons (e.g. employees with pre-existing conditions or compromised immunity, or have temporary impairment etc);
- Business continuity during an emergency.

Under emergent situations, an ad hoc arrangement may be entered into but requires a WFHA. This ensures Council is obliging the safety requirements of having an employee working from home. An employee who is concerned that an emergent situation may occur is encouraged to seek a WFHA in advance.

##### 4.1.2 Regular arrangements

In some circumstances, employees may request to perform some work in the office environment but have regular periods of Work from Home. For example, an employee may request to work Mondays, Tuesdays and Wednesdays each week (or part thereof) in the office, and Thursdays and Fridays each week (or part thereof) from a home office environment. A regular working from home arrangement will be for up to two (2) days per week to be worked at home. Alternative arrangements may be considered on a case-by-case basis. An employee with a regular working from home arrangement may be recalled to the office for operational requirements, even on their regular working from home days.

#### 4.1.3 Roles and work styles suited to working from home

Each application to work from home should be assessed on its merits, taking Council's operational needs and those of the individual into account. However, Council considers that certain roles and work-styles are less suited to working from home.

Working from Home (WFH) Applicants and Supervisors should be aware:

1. Of the criteria below when making/assessing an application to Work from Home; and
2. That the Supervisor is obliged to take these factors into account when assessing requests using the Working from Home Suitability checklist (refer to Appendix A); and
3. That only applications which positively impact Council's operations and suit both the role and the employee's work-style will be recommended for approval.

#### 4.1.4 Roles

The type of roles considered less suited to working from home include roles:

1. With high levels of face-to-face interaction with clients, customers, and / or employees requiring direct supervision and site-based instruction (e.g. trainees, employees without RPEQ registration performing engineering work); and/or
2. Roles that are required to provide direct supervision or site-based instruction (i.e. Supervisors of trainees) and/or
3. That cannot be performed effectively without accessing specialised equipment / systems / information only accessible at the regular work location.

#### 4.1.5 Home environments suited to work from home arrangements

Home environments suitable for Working from Home will:

1. Meet applicable workplace health and safety standards;
2. Afford confidentiality and privacy;
3. Be secure;
4. Not be excessively noisy; and
5. Be equipped with an internet connection with sufficient speed to enable completion of work duties in a timely manner.

#### 4.1.6 Individual work styles

There are certain working styles that are more suited to Working from Home than others. To successfully work from home, the WFH Applicant should have recently demonstrated (through their latest Annual Performance Agreement) that they are:

1. Self-disciplined and self-motivated;
2. Able to work effectively without close and direct supervision;
3. Able to plan their work, meet agreed deadlines and have high levels of output whilst working independently;
4. Have high levels of organisational knowledge appropriate to their role; and
5. An effective communicator.

#### 4.1.7 Confidentiality

Careful consideration must be given to taking home and returning sensitive and or confidential Council information. Council information, documentation and resources should only be taken home or accessed electronically from home on an as needs basis. Employees must ensure Council information is stored in a secure environment (e.g. drawer, cupboard or in a closed bag or backpack) when not in use to prevent damage, loss or unauthorised access. No Council information or equipment should be left unsecured in vehicles.

#### 4.1.8 Absences

Employees undertaking home based work are required to follow the same processes for notifying of absences (e.g. sick or carer's leave) that apply to all other employees as outlined in 5.32 Leave Procedure.

### 4.2 Insurance

#### 4.2.1 Insurance of property and equipment

All Council owned equipment will continue to be covered by Council's insurance arrangements. The use, storage, maintenance, repair and transportation of Council equipment will continue to be in accordance with Council policy and processes. Insurance for property and equipment owned by the employee continues to be the responsibility of the employee. The WFH Applicant is required to inform their household insurer of their working from home arrangement.

#### 4.2.2 Workers' compensation insurance

The provisions of the workers' compensation legislation apply to approved WFH Applicants who work from home in line with this procedure. Should an employee injure themselves whilst working from home Council's incident reporting, workplace health and safety and rehabilitation processes still apply.

### 4.3 Continued applicability of terms and conditions of employment

All terms and conditions of employment that apply on-site at Council premises remain unchanged and are applicable at the home-based work site. All Council policies and procedures including the Code of Conduct continue to apply and must be adhered to.

### 4.4 Process

#### 4.4.1 Employee requests a working from home arrangement

An employee wishing to apply for a working from home arrangement should first discuss this with their Supervisor. If their Supervisor is supportive of considering a Working from Home Agreement (WFHA), the employee will complete a Working from Home Application Request Form (DM#8559836v5), which includes a Workplace Health & Safety (WHS) Self-Assessment of the Home-Based Work Site.

A reasonable consideration of all working from home requests must be undertaken by the relevant Supervisor. If a request has been denied and it is believed to be unreasonable, you may request a discussion with an Employee Relations Officer for review.

Points to keep in mind when applying to work from home are as follows:

1. The Supervisor will consider a request for a WFHA within the scope of the operational requirements of the service.
2. Employees who are granted the opportunity to work from home will be expected to deliver agreed outcomes, consistent with those expected within the normal work environment. The agreed working from home hours should be devoted to work and the arrangement should enable the employee to work as efficiently and effectively as an equivalent employee in a traditional office environment.
3. Working from home should be within agreed normal ordinary hours of duty as outlined in the WFHA.
4. Whilst working from home, the employee must be contactable and available for communication with Council (using agreed communication methods) during agreed working hours. For health and safety reasons, employees approved to work from home and Supervisors are encouraged to contact one another during the day whilst the employee is working from home.
5. To maximise the chances of reaching an arrangement that suits both parties, the employee, Supervisor and Manager are asked to approach these discussions with as much flexibility as possible and be open to consider adjustments to the original proposal to ensure the arrangement

does not have a negative impact on the WFH Applicant's colleagues and/or their workload, service delivery and/or performance.

6. Employees working from home may be recalled to their primary place of work for operational needs.

#### 4.4.2 Supervisor assesses the request

##### 4.4.2.1 Suitability to work from home

In deciding whether to support or not support a working from home request, the Supervisor should, using the Working from Home Suitability Checklist (refer to Appendix A), consider whether the:

1. Role lends itself to being performed from home; and
2. Employee's working style is well suited to working from home.

##### 4.4.2.2 Information, Communication and Technology

Managers will only approve the provision of standard ICT equipment already associated with an employee, including laptops and headsets. Council will not fund the establishment of home offices as costs associated with this may be claimed by employees through the tax system. Council will also not procure additional hardware to support an employees request to work from home.

The ICT branch may require a WFH Applicant to temporarily return the ICT equipment to a Council office or premise during the approved working from home period for security updates.

ICT will not provide physical onsite support whilst working from home and attempts to resolve any issues will be for Council issued devices only. Home internet and network (including Wireless) will remain the responsibility of the WFH Applicant. Employees should be mindful of relevant ICT policies when using external support agencies which includes not sharing usernames and passwords with others.

Staff who have been approved to work from home must utilise the Multi Factor Authentication (MFA) prior to commencing the WFH agreement in line with ICT Policies. Please contact ICT with any questions regarding the MFA.

##### 4.4.2.3 Risk management

Supervisors are required to undertake documented risk assessments of WFH Applications to ensure that risks associated with working from home are effectively managed (refer to the 4.15 Workplace Health and Safety Work Procedure Remote or Isolated Worker).

##### 4.4.2.4 Workplace health and safety

The Health, Safety & Wellbeing Team will review all Workplace Health & Safety Self-Assessment Forms and may undertake further inspections and or testing to achieve WHS compliance whilst working from home-based work sites. The Safety & Wellbeing Team may also provide advice to the Supervisor regarding WHS assessment of the home-based office.

##### 4.4.2.5 Work performance

As part of this process, employees and Supervisors are required to agree on specifics such as methods for maintaining effective communication, monitoring output levels and managing performance whilst working from home. Agreed key performance indicators (KPIs) must be included in the WFH Applicant's Annual Performance Agreement. The Employee Relations (ER) team are available to provide advice and guidance through this process. The employees are required to demonstrate that they are meeting performance requirements and are productive during their working from home arrangement

##### 4.4.2.6 Reasonable number of days to work productively from home

If the Supervisor assesses that the WFH Applicant's role and working style is suited to working from home, consideration should also be given to the number of days per week/fortnight the WFH Applicant can reasonably and productively work from home, with a maximum of two (2) days per week at home. Alternative arrangements may be considered on a case-by-case basis. The employee may still need to attend the office

during the period of the WFHA from time-to-time to participate in all of team planning days, training and similar, or in some instances to provide coverage for other team members who are on leave.

#### 4.4.3 Supervisor decision

The Supervisor shall review the outcomes of the WHS Self-Assessment and ICT requirements prior to making a recommendation to the relevant Manager for a decision.

#### 4.4.4 Manager's decision

Council will provide the employee written notice about its decision within 21 days after receiving the request. If Council decides to grant the request in part or subject to conditions or to refuse the request, the written notice about the decision must state:

1. the written reasons for the decision, outlining the reasonable grounds for granting the request in part or subject to conditions or for the refusal; and
2. that the employee can appeal the decision to the relevant General Manager.

##### 4.4.4.1 Approving a request

In cases where the decision maker requests amendments to be made to the Agreement, he/she will make it clear that they are approving the Agreement subject to amendments outlined. The Supervisor should discuss this with the WFH Applicant.

##### 4.4.4.2 Trialling an arrangement

If the decision maker is generally supportive of the arrangement but has some reservations, it is recommended a trial of the arrangement occurs for up to three (3) months and is re-assessed at the end of the trial.

##### 4.4.4.3 Declining a request

If the request has been declined, reasons for the refusal must be clearly articulated and a copy sent to the People and Culture Branch for inclusion in the WFH Applicant's personnel file.

A WFH Applicant may lodge an appeal with the relevant General Manager within 21 days of being notified of the outcome. An appeal must clearly outline grounds for the appeal and provide any relevant supporting information to enable the General Manager to review and make a final decision. The CEO will be the delegate for appeals for the Governance & Legal Services and Business Transformation Services branches. The General Manager's or Chief Executive Officer's decision is final.

#### 4.4.5 Equipment provision arrangements

As part of negotiating the arrangement, the WFH Applicant and Supervisor should detail how essential equipment will be provided.

The following principles will apply:

1. The WFH Applicant is responsible for all costs associated with the initial and ongoing compliance of the home-based work site (e.g. furniture, internet, equipment, consumables).
2. To minimise security risks, the WFH Applicant must use facilities provided or approved by the Council's ICT Branch to access Council's network.
3. Council-supplied equipment should be used for business purposes only. This equipment will be insured and maintained by Council and the WFH Applicant should notify Council if any problems or difficulties arise (they should not seek to arrange servicing or repairs themselves). If repairs or maintenance are required, the WFH Applicant may be required to return the equipment to Council, or Council may require access to the home-based work site. 24 hours written notice will be provided to the WFH Applicant and access will occur during the WFH Applicant's standard working hours.
4. Council-supplied equipment remains the property of Council and must be returned upon request or termination of the working from home arrangement.

5. Before entering into a working from home arrangement, it is recommended that the WFH Applicant seek independent taxation advice (at their own costs) regarding claiming home office expenses through their tax return, and any other possible tax implications related to working from home or an alternative work location.

#### 4.4.6 The WFH Applicant and Supervisor sign the WFHA

Following approval of working from home arrangement by the relevant delegate, the parties will enter into a WFHA.

A WFHA is required for all regular working from home arrangements, including trial arrangements.

The maximum term of any WFHA is one (1) year (renewable). All WFHA that are in excess of six (6) months will require a review at the six (6) month mark, or on an as needed basis. This review will be to assess the effectiveness of the employee working from home and to determine the appropriateness of the agreement continuing. However, if the WFH Applicant moves to a different position during the term of the arrangement then the WFHA for the previous position must be terminated, and a new WFHA applicable to the new position negotiated with the Supervisor of the new position using the process outlined in this Procedure.

#### 4.4.7 People and Culture (P&C) branch

Following all approvals and signing of the WFHA, the Agreement is forwarded to the P&C Branch via email to [talentandretention@tr.qld.gov.au](mailto:talentandretention@tr.qld.gov.au) who will:

- Record the start and end dates of the arrangement in Council's TechnologyOne system; and
- Place the WFHA on the employee's personnel file.

To assist Council to meet its work health and safety obligations, ongoing inspections of the home-based work location by the Health, Safety and Wellbeing Unit may be undertaken and may be included into the Hazard Inspection process. The time of the inspection will be mutually convenient, during business hours and with at least 24 hours' notice.

#### 4.4.8 The WFH Applicant and Supervisor monitor the effectiveness of the WFHA

The WFHA Applicant and Supervisor should regularly discuss and monitor the WFHA to confirm the WFHA is meeting the needs of both parties. These discussions also form part of Annual Performance Agreement conversations.

These discussions are important because there may be unforeseen issues that need to be addressed during the term of the WFHA.

The following requirements will apply:

1. When entering into a WFHA, the WFH Applicant and Supervisor are required to agree on methods and a schedule for monitoring the arrangement.
2. The WFH Applicant and Supervisor should discuss any issues that may arise in a timely manner and agree on ways to improve the arrangement so that issues are addressed promptly. The Working from Home Suitability Checklist (refer to Appendix A) may help guide the discussion.
3. Whilst both parties are asked to maintain a flexible approach, the Supervisor is not obliged to agree to changes if doing so would have a negative impact on the WFH Applicant's colleagues and/or their workload, service delivery and/or performance.
4. If changes are made to the arrangement (e.g. changes in working days, frequency of working from home), the relevant Employee Relations Officer should be notified, who will help determine if any follow up action is required.

#### 4.4.9 Reviewing the WFHA

WFHAs are reviewed in the following circumstances:

1. Prior to the expiry of the Agreement (including trial arrangements); or

2. If the arrangement is not working as it should and the issue has not been rectified through 'monitoring' discussions; or
3. If there is a serious breach of Council's Code of Conduct or Workplace Health and Safety policies. This breach may result in an immediate termination of the WFHA.

All reviews are required to be conducted by the Supervisor to assess that the current arrangement is proving beneficial for both Council and the employee. This review will also include an assessment of the output of the employee for the duration of their working from home. The Supervisor will complete the Working from Home Review document (DM#9212989) that demonstrates that the review has been completed in accordance with the above. The Supervisor should assess each application for renewal on its merits. Working from home is not an automatic entitlement and having an arrangement in place will not guarantee future arrangements.

Reviews may also be required in the event that there are changes to the home-based work site e.g. the WFH Applicant moves to a new house, the house is being renovated or is damaged, a new WHS assessment is likely to be required and the arrangement should only continue if/when the home-based work site is assessed as safe. The Health Safety and Wellbeing or ER team must be contacted to arrange an updated WHS assessment if required.

#### 4.4.10 Renewing or terminating a WFHA

As a result of the review, the Supervisor may decide to do one of the following:

1. Renew the WFHA, with the same or varied terms e.g. fewer or more days working from home, different monitoring arrangements. If the arrangement is being renewed on the same terms and conditions, the Working from Home Suitability Checklist (refer to Appendix A) can be used as the renewal documentation rather than completing a new WFHA. A new WFHA is required if changes are being made to the arrangement.
2. Terminate the arrangement prior to the expiry date, provided that the party wishing to terminate gives a minimum of two weeks' notice.

Grounds for termination of the WFHA may include, but are not limited to, the following:

- A breach of the WFHA;
- A breach of any Workplace Health and Safety obligations as detailed under the *Workplace Health and Safety Act 2011* or *Workplace Health and Safety Regulation 2011*, Council's Code of Conduct and or other Council policies. Breaches deemed serious may result in an immediate termination of the WFHA;
- Non-compliance with the criteria for working from home;
- Changed operational requirements or role responsibilities which render a working from home arrangement as unsuitable;
- Poor or declining productivity/performance; and
- Not meeting deadlines and/or objectives as agreed with Supervisor.

## 4.5 Delegations

Approval Matrix					
Requestor	Request type	☯ = Endorser    ▲ = Approver    ○ = Appeal Review			
		Supervisor	Manager	General Manager	Chief Executive Officer
All Award based employees	Ad hoc arrangements	☯	▲	○	
	Regular arrangements	☯	▲	○	
Managers and above	Ad hoc arrangements			▲	○
	Regular arrangements			▲	○

## 5 Responsibilities/accountabilities

### 5.1 Employees

- Hold initial discussions with their Supervisor regarding the suitability for a Working from Home Agreement.
- Be aware of the requirements for working from home and ensure that the relevant criteria are met and required documents are submitted.
- Complete the Working from Home Application and provide to their Supervisor.
- Work with their Supervisor to reach an outcome that benefits both the employee and Council as a whole.
- If the request is approved subject to conditions, work with their Supervisor and Manager as required.
- If the request is denied, the employee may choose to submit an appeal with the relevant General Manager within 21 days.
- Comply with this procedure.
- Ensure that their home insurer is advised of the working from home arrangement.
- Ensure that their performance in the role is not negatively impacted by their working from home arrangement.
- Work with the P&C Branch and ER Officers as required.

### 5.2 Supervisor

- Genuinely consider all requests for working from home in accordance with the requirements set out in the procedure.
- Support their employees in the development of a Working from Home Agreement.
- Review the outcomes of the WHS Self-Assessment and ICT requirements prior to making a recommendation to the Manager.
- Discuss any proposed changes to the Working from Home Agreement with the employee.
- If the request is approved subject to conditions, work with the employees and Manager as required.
- Ensure the employee is complying with this procedure.

- Engage with the employee to ensure the Working from Home Arrangement is working well.
- Submit the Working from Home Agreement to the Talent and Retention team.
- Work with the P&C Branch and ER Officers as required.
- Undertake reviews of the working from home agreements at the noted periods.

### 5.3 Managers

- Genuinely consider all requests for working from home that are supported by the Supervisor in accordance with the requirements set out in the procedure.
- Ensure that the employee receives an outcome of their request within 21 days after receiving the request, either approving the request, approving subject to conditions or a refusal of the request.
- If unsupportive of the arrangement that is put forward, work with the Supervisor and employee to find an arrangement that would be suitable if reasonably possible.
- Advise the employee of their right to appeal the decision to their General Manager.
- Work with the P&C Branch and ER Officers as required.
- Consider applications for Working from Home Agreements that exceed 2 days a week working from home.

### 5.4 General Managers

- Approving an employee outside of the scope to work from home due to operational requirements of the branch.
- Consider appeal applications from an employee as submitted.
- Work with the P&C Branch and ER Officers as required.

### 5.5 Chief Executive Officer

- Consider appeal applications from an employee as submitted (BTS & GLS).
- Work with the P&C Branch and ER Officers as required.

### 5.6 Talent and Retention Team

- Recording working from home arrangements on employees Technology One profiles.
- Saving working from home agreements on the employee's personnel file.

### 5.7 Employee Relations Team

- Provide advice and support on request by the Supervisor/Manager or employees.

## 6 Relevant laws

### Legislation

*Industrial Relations Act 2016*

*Local Government Act 2009*

*Local Government Regulation 2012*

*Public Records Act 2002*

*Workplace Health and Safety Act 2011*

*Workplace Health and Safety Regulation 2011*

*Workers' Compensation and Rehabilitation Act 2003*

*Workers' Compensation and Rehabilitation Act 2003*

### **Awards**

Local Government Industry (Stream A) Award – State 2017

Local Government Industry (Stream B) Award – State 2017

Local Government Industry (Stream C) Award – State 2017

## **7 Related policies/documents**

Members of the public can access Council policies on Council's website. If a policy listed below does not appear on the website please contact 131 872 or email [info@tr.qld.gov.au](mailto:info@tr.qld.gov.au) to request a copy. Staff may access policies via the [Policy Register and Review Schedule](#).

### **Council policies**

4.30 Insurance Policy

5.10 Insurance Procedure

5.32 Leave Procedure

### **Other documents**

Code of Conduct for Employees

[Corporate Plan 2024 - 2029](#)

## **8 Related forms**

[Working from Home Application Request Form](#) (DM#8559836)

Working from Home Review Checklist (DM#9212989)

## **9 Definitions**

**Ad hoc arrangement** – Working from home authorised by a Manager, that does not occur on a regular basis or follow a regular pattern.

**Emergency situation/event** – A situation or event that poses an immediate risk to health, life, safety, property or environment.

**Home based work** – Performance of duties at the home-based worksite as agreed between the WFH Applicant, their Supervisor and/or Manager and approved by the General Manager.

**Home based worksite** – The area designated by the WFH Applicant and approved by Council to be used as the workplace when working from home.

**Manager** – A person appointed to a supervisor position with responsibilities of managing a branch.

**Queensland Government health order** – Direction received from the Queensland Government outlining actions to be taken during a health event or situation.

**Regular work arrangement** – Authorised working from home that occurs at least once each week/fortnight for more than three (3) consecutive months.

**Supervisor** – The person who the WFH Applicant directly reports to on a day-to-day basis.

**WFH agreement (WHFA)** – A written document that sets out the terms and conditions of the working from home arrangement. The Agreement is signed by the WFH Applicant, the approving officer.

**WFH Applicant** – A WFH Applicant is a Council employee who is applying for and/or who has entered into a working from home arrangement.

**Working from home (WFH)** – An authorised, voluntary and cooperative arrangement made between a WFHA Applicant and Council for the performance of specified agreed work during ordinary hours of duty at the WFHA Applicant's permanent or temporary home.

## 10 Policy details

<b>Policy category:</b>	Organisational Procedure	<b>Policy version number<sup>1</sup>:</b>	4.00
<b>Date adopted/approved:</b>	27 May 2025	<b>Effective date:</b>	27 May 2025
<b>Approval authority:</b>	Chief Executive Officer		
<b>Policy Owner:</b>	People & Culture Branch		
<b>Contact officer:</b>	Manager, People & Culture		
<b>Review date:</b>	May 2028		

## 11 Revision history

Policy version	Approval date	DM Reference
1.00	12 August 2020	7564464v9
2.00	24 June 2022	9813785v2
3.00	28 July 2023 (immaterial change)	9813785v3
4.00	27 May 2025	10907381v3

<sup>1</sup> Printed copies are uncontrolled. It is the user's responsibility to ensure that any copies of policy documents are the current issue. Any delegations should be verified via the relevant Delegation Register as it takes precedence if there is a conflict. The Chief Executive Officer will, if necessary, be the sole arbiter in resolving any issues of conflict