



WORKING FROM HOME POLICY

Issued 5 June 2020

1. INTRODUCTION

The Legatus Group (LG) is committed to supporting appropriate flexibility in the workplace and understand there are specific circumstances where employees (LG staff)¹ and the organisation, may benefit from that employee working from home.

2. PROCESS and PURPOSE

The purpose of this process is to outline the relevant considerations, principles and approval requirements for employees to participate in a working from home arrangement for a regular period. (A regular period may include an 'enforced' period of isolation such as the COVID-19 Pandemic, 2020).²

The ability to work from home on a regular or ongoing nature can only occur through an approved arrangement. Flexible workplace arrangements will be agreed in consultation with the Board of Management for the CEO and by the CEO with reference to other employees who have a sole right to approve, refuse or revoke (without notice if an agreement is breached).

Employees working under an agreed working from home arrangement are required to be flexible to meet organisational requirements.

Requests to work from home will be considered on a case-by-case basis and performance outcomes will be defined.

Employees may work off-site on or in cafes, libraries, vehicles, etc. in circumstances such as between meetings or before and after training sessions or in an agreed arrangement. Off-Site work arrangements do not require formal application.

Employees may be able to claim a tax deduction for any running expenses associated with heating, cooling and lighting in the area you are working from, phone and internet and other running expenses. (The ATO has a useful fact sheet on this topic: ATO Working from Home Fact Sheet).

¹ **LG Staff** – includes persons employed by LG, volunteers, trainees, work experience placements, independent consultants and contractors and other authorised personnel offered access to the LG's resources

² If you must meet with staff, community or others in person, you should follow social distancing guidelines as prescribed by the Government.



Employees are encouraged to meet with colleagues over the phone or via conference call and meetings using on-line platforms is also encouraged,

3. STRATEGIC ALIGNMENT

Internal Controls Policy (LG)

Grievances in the Workplace Policy (LG)

Signature:

Date: 12 June 2020

Chief Executive Officer

4. LEGISLATION and OTHER DOCUMENTS

Local Government Act 1999 (SA)(as amended)

Legatus Group Strategic Plan 2018-2028

Legatus Group Charter

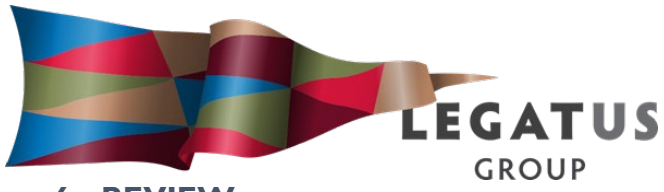
Work Health and Safety Act 2012 (SA)(as amended)

5. AVAILABILITY & GRIEVANCES

This policy is available for inspection at the Legatus Group office at 155 Main North Road, Clare during ordinary business hours.

It is also available for inspection, download or printing, free of charge, from the Legatus Group's website at www.legatusgroup.sa.gov.au

Any grievances in relation to this policy or its application should be forwarded in writing addressed to the Chief Executive Officer, Legatus Group, PO Box 419, Clare, SA 5453.



6. REVIEW

This Legatus Member Councils Matters for Board Discussion/Decision Policy shall be reviewed by the Legatus Group within (4) years of the issued date.

Date	Revision Number	Reason for Amendment