

1. POLICY CERTIFICATION

Policy title:	Off-site Workers Policy
Policy number:	HR008
Category:	Policy
Classification:	HR
Status:	Approved 27/2/2013

2. PURPOSE

The purpose of this policy is to provide guidance to Directors and Managers regarding operating parameters for staff working from a location that is not their base office. The objective is to provide clarity on what is regarded as an off-site worker and the difference between what is termed a “remote worker”. This policy will reduce the risks associated with Work Health and Safety obligations associated with the work environments in which employees operate.

3. ORGANISATIONAL SCOPE

This policy applies to all staff employed by Roper Gulf Regional Council across the Roper Gulf Region.

4. POLICY STATEMENT

All staff working for Roper Gulf Regional Council is assigned to a base location. Staffs are expected to base themselves at that location. Staffs are encouraged to travel to the remote communities within the Region and perform their work from designated and defined work areas. This can be considered remote work through the normal course of employment ie a “normal” part of the employees job.

5. DEFINITIONS

Base location:	The base location assigned to an employee. It is the operational location and work environment to which a staff member is assigned. Whilst operating in this location no travel allowance is payable
Remote worker:	a person who works in a remote location that is not their base location. Employees are eligible for travel allowance if they are working in a location that is not their base location.
Off-site worker:	a person who works from a location that is not a defined base location as a normal course of their employment eg the “home” environment is considered to be off-site. This excludes employees who travel as part of the normal course of their employment eg an employee attending a meeting in Darwin is not considered an Off-site worker since their base location is within the named base locations and the work performed away

	from their base location is temporary.
Normal course of employment:	What is expected as part of an employee’s tasks in their everyday working environment.

6. PRINCIPLES

6.1 Conditions under which an Off-site worker may be Employed

Employment of off-site workers will only be considered if the following parameters are met:

- The position is project specific
- The position is short-term (under 3 months)
- The position is on a contract basis

Consideration will be on a case by case basis and is not limited to the above parameters. However no consideration will be given if the above parameters are not met. There are instances which may require the CEO to exercise discretionary powers.

6.2 CEO Discretionary Power:

The CEO may exercise discretionary powers to allow an off-site worker to be employed in exceptional circumstances if the above parameters have not been met. Such a move will require justification and will only be considered on a short term contract basis.

6.3 Off-site Workers

Off-site workers are **not** to be employed on a permanent basis. There will be no travel allowance payable to off-site workers whilst working in their off-site location. The off-site location must be defined in the contract as the normal address in which the work is to be performed.

6.4 Working from Home

The “home” environment is considered to be off-site and therefore staff who wish to “work from home” as a normal course of their employment must seek permission to do so from the CEO.

6.5 WHS Requirements

Off-site work environments must adhere to WHS principles that apply to all of the RGRC work locations. In the event that permission is granted to work off-site, it is the employees or contractors responsibility to cover any costs involved in ensuring their workplace is compliant with WHS standards.

HR008 – Off-site Workers Policy

7. REFERENCES

Acknowledgements (original author/source documents)	Human Resources Unit
Related Policies	HR001 – Employee and Contractor Code of Conduct HR003 – Employee Discipline Policy
Related Publications	<i>Nil</i>

8. DOCUMENT CONTROL

Policy number	HR008
Policy Owner	Manager, Human Resources
Endorsed by	OCM
Date approved	27/02/2013
Revisions	Nil
Amendments	Nil
Next revision due	May 2015

9. CONTACT PERSON

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