



Western Health

Office of the Executive Director
People, Culture & Communications

Footscray Hospital
Gordon Street
Footscray VIC 3011

Memorandum

To: WH – All Staff
From: Suellen Bruce – Executive Director People, Culture & Communication
Date: 11 August 2020
Subject: **Working from Home**

The Victorian Government Stage 4 restrictions is directing all employers, where employees can effectively work from home, to work from home. We are asking all employees to speak to their managers if they believe they can work from home and are not. I am also requesting all managers to work with their teams, if they haven't already, to determine if their teams can undertake their work from home and to enable this to happen.

During this COVID-19 pandemic health services, such as ours, are mission critical and we provide essential care for our community. Western Health and our community are reliant on our clinical workforce to provide this essential care. In turn, our clinical workforce is reliant on infrastructure support to maintain the running of a safe health service and that means in some instances many of us are still required to be at work to provide this support.

The safety of our employees and our community is paramount and so this can be a challenge to get the balance right. If however, you believe you should be working from home, please discuss this with your line manager in the first instance or contact the PC Business Partners via email with the subject heading '**Working from Home**' to PCCbusinesspartners@wh.org.au

To assist with the process for supporting working from home, I refer you to the "working from home procedure".

Regards,

Suellen Bruce
Executive Director,
People Culture & Communication