OPERATIONAL - Working from Home Policy

PURPOSE

To outline the policy for staff seeking to enter into a fixed-term or ad-hoc, part working from home arrangement. The policy and associated procedure assist staff to clearly set in place a working from home arrangement, as part of a staff members overall negotiated flexible working arrangement.

SCOPE

The policy applies to all administration staff of the Langwarrin Community Centre seeking to enter into an arrangement to carry out part of his/her duties from home, for a specified period of time.

POLICY STATEMENT

The Langwarrin Community Centre is committed to policies and procedures which support flexibility in the workplace. It is recognised that there are circumstances where allowing a staff member to work regularly, or on an ad-hoc basis from home may assist the staff member to balance his/her work, health issues and/or family or other responsibilities.

However, the Langwarrin Community Centre also recognises that it is not always appropriate for a staff member to carry out part or all of his/her duties from home, and there are reasons why approval of a Working from Home Arrangement may be refused or limited.

In all cases where a staff member is seeking to enter into a Working from Home Arrangement, the staff member and the Manager must consult and take into account the following:

Eligibility

Examine the request for a Working from Home Arrangement in the context of the:

- Victorian *Equal Opportunity Act* 1995;
- suitability of the staff member's job;
- reasons for the staff member wanting to work from home;
- ability of the staff member to complete the work within the agreed hours of work detailed in relevant Awards or Agreements;
- delegation of work from/to the staff member;
- effect on co-workers and participants of the Centre;
- proposed methods for monitoring and assessing the staff member's work;
- days and hours of the proposed Working from Home Arrangement in the context of the staff member's overall working days and hours, and in accordance with relevant Awards and Agreements;
- staff member having a suitable Home-Office or appropriate space; and
- equipment and resources necessary for the staff member to effectively work from home suitability

  The Manager should consider the general nature and requirements of the position, and the staff member's ability to work autonomously. A staff member who requires close supervision, or close interaction with other staff may not be suitable for the independent nature of a Working from Home Arrangement. Duties considered suitable for a Working from Home Arrangement may include; research, general administration, social media, policy writing, projects, report

writing and planning. Such duties would usually be definable, office-based tasks involving minimal face-to-face contact with other staff, and/or participants of the Centre. Such duties should be ones which are unlikely to cause a risk to the staff member's health or safety. Duties involving manual handling are unlikely to be suitable for a Working from Home Arrangement.

Any Working from Home Arrangement must be able to be discharged during the agreed Hours of Work, as detailed in the relevant Awards or Agreements.

Carer Responsibilities and Medical Conditions

A Working from Home Arrangement may assist the staff member to discharge carer responsibilities, or to manage a long-term health issue. However, the staff member must be able to carry out his/her work at home, as efficiently and effectively as an equivalent staff member working on Centre premises.

Staff members seeking a Working from Home Arrangement to assist with the management of a long-term health issue, must provide written advice from a recognised medical practitioner in the form of a letter or detailed medical certificate.

Work Cover

A staff member who is Working from Home under an approved Working from Home Arrangement will be covered by the Langwarrin Community Centre's Workcover insurance if performing Centre work, in accordance with the Working from Home Arrangement in their Home-Office or appropriate space.

Approval of a Working from Home Arrangement

Each request for a Working from Home Arrangement will be considered on a case-by-case basis, and approved by the Manager, and in accordance with relevant Awards and Agreements.

Any request by the Manager to work from home must be submitted to and approved by the Committee of Management (COM).

The Working from Home Safety and Wellbeing Checklist must be completed and signed by the staff member and the Manager/ COM prior to commencement of working from home.

Working from Home Safety and Wellbeing Checklist

Employee's Name	
Phone Number	

Rationale for working from home

Valid reasons for working from home *The reasons are valid and sufficient to consider working from home and:*	*Yes*	*No*
Is not to be a substitute for child-care or dependent care although may support family responsibilities e.g. coordinate with school hours		
It enables better balance of work/family/life etc. responsibilities which will enhance performance and commitment and/or reduce stress		
It represents a more productive way of working compared with current arrangements		

Nature of work *The nature of the work and employee are suited to such an arrangement:*	*Yes*	*No*
The work can be performed independently		
There are responsibilities e.g. people management/supervision which can feasibly be met by this arrangement		

Work Environment

Designated Work Area	*Yes*	*No*
A designated work/study area has been identified which provides sufficient clear space to enable the employee to have full range of movement required to work without risk of strain or injury		
There are no trip hazards e.g. cabling, mats or clutter		

Environmental Conditions	*Yes*	*No*
Glare and reflection can be controlled		
Ventilation and room temperature can be controlled, regardless of season i.e. the room temperature is comfortable and there is sufficient air flow		
There is no excessive noise affecting the work area		
Non-smoking environment		

Signature _____ *Date__17_/__06_/_2026__*

There are appropriate amenities e.g. kitchen and bathroom		
Stairs (if any) contain a continuous handrail from top to bottom		

Emergency Exit	*Yes*	*No*
Path to the exit is reasonably direct		
Path to the exit is sufficiently wide and free of obstructions or trip hazards to allow unimpeded passage		

Security	*Yes*	*No*
Security is sufficient to prevent unauthorised entry by intruders		

Electrical	*Yes*	*No*
Power outlets are not overloaded with double adapters and power boards		
Earth leakage circuit protection is in place for work related equipment		
Electrical cords are safely stowed		
Connectors, plugs and outlet sockets are in a safe condition		
Electrical equipment is free from any obvious external damage		

Workstation set Up

Work Surface	*Yes*	*No*
The area of the work surface is adequate for the tasks to be performed i.e. similar workspace to that used while in person at the office		
Suitable resources are available as they would be in an office environment.		

Chair	*Yes*	*No*
The seat height, seat tilt, angle and back rest are all adjustable		
The chair has a five-point base to ensure stability on the floor, and it does no slip or roll on the floor		
There is adequate lumber support and padding		

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The chair is suitable for the use required.		

Desk	*Yes*	*No*
The desk is at a suitable height		
There is adequate leg room under the desk, and no clutter		
A footrest is available if needed		

Monitor	*Yes*	*No*
Monitor height is adjusted so top of the screen is level with, or at a slightly lower height than eye level - approximately 400mm above the work surface		
Monitor is approximately arm's length from user		

Laptop (complete if applicable)	*Yes*	*No*
A laptop stand is used to raise the laptop screen, such that it is the same height as the user's eyes		
An external keyboard and mouse is used with the laptop		

Nature of Tasks

Physical Demands of Tasks	*Yes*	*No*
Safe Posture is adopted		
Any lifting, pushing or carrying type task is well within physical capacity i.e. my work does not involve physically heavy, overly repetitious or demanding tasks		

Work Practices	*Yes*	*No*
Long periods of continuous activity are broken by performing other tasks, changing position, standing up and stretching		

Emergency procedures, incidents and check-in

Other	*Yes*	*No*
A procedure has been established to periodically confirm with the office workplace that the home worker is safe and well		
Telephone or other communication devices are readily available to allow effective communication in an emergency situation		

Emergency contact numbers and details are known, i.e. for fire, ambulance or police		
Access to first aid supplies is available		
A smoke detector is installed in/near the designated work area, and is properly maintained		
Any safety incidents will be reported using the business' incident reporting system		

Individual Factors	*Yes*	*No*
The employee's fitness and health is suitable to the tasks to be undertaken		
Important: *Any special needs to ensure health and safety have been advised to the Manager and can be accommodated e.g. are there any pre-existing injuries, illness or disease that could be accelerated, exacerbated, aggravated, re-occur or deteriorate in performing the inherent requirements of the role - especially when working remotely from a home-based office*		

Remote Access	*Yes*	*No*
A request for remote access to IT systems has been made, and approved by the Manager or cloud-based systems are in place to allow remote working		

Plan of the Home-based Office	*Yes*	*No*
A plan/photograph of the home-based work office is attached to the checklist, and includes desk layout, power outlets, telephone and lighting		

REVIEW

POLICY REVIEWED BY:	Jo Kiley	Manager	June 2026
POLICY REVIEWED	June 2026	NEXT REVIEW DATE	June 2028
VERSION NUMBER	•		
MODIFICATIONS	• New Policy		
APPROVED BY	Colin Barber		

Signature _____ *Date__17_/__06_/_2026__*