

1. What is the Computer / Home Office Purchase Scheme?

A repayment plan to cover the cost of purchasing computer or home office set up related equipment/software.

Council will purchase a computer system / home office equipment on behalf of the employee and allow them to repay the total cost, including all taxes, shipping, etc (but exclusive of GST) by provision of an interest free loan via a fortnightly payroll deduction (after tax).

The Computer / Home Office Purchase Scheme purpose

- Make computers / home office equipment affordable for all staff.
- Encourages employee development of computer literacy skills (because of the acknowledged significant contribution of such skills which they are likely to use for Council business).
- Employees become part of advancing technology.
- The scheme allows staff to purchase computers, external components, software and other office items for personal use. Please refer to specific items below.
- Support working from home options.

2. Scheme Eligibility

Permanent employees of Council that have completed their probationary period can access the Computer / Home Office Purchase Scheme.

Temporary employees may be eligible to access the Computer / Home Office Purchase Scheme providing the repayment amount is paid in full within the employee's contract tenure, however Casual and non-employees are not eligible.

3. Items that can be purchased under the Computer / Home Office Purchase Scheme

The Computer / Home Office Purchase Scheme allows for the purchase of a computer, necessary external components and appropriate software.

Staff can only have one Computer / Home Office Purchase Scheme arrangement at a time (that is loans are not offered concurrently).

All items must be on the same receipt and must be clearly identifiable from the description.

Hardware:

- desktop computers.
- laptops/notebooks [including docking station].
- tablet devices such as iPads TM or similar.

External components:

- monitors and monitor arms.
- laptop/notebook/tablet support/stand.
- printers, scanners and multifunction devices [including toner/ink].
- keyboard/mouse.
- speakers / webcam/computer camera.
- router/modem / wi-fi extender.
- surge protection / video adapters and cables.

Software:

- all Microsoft Windows operating systems and Microsoft Office suites or equivalents.
- any bundled software that is provided with the computer package.
- virus protection software.
- utility software (software that helps analyse, configure, optimise or maintain a computer).

Home Office Items:

- Protective cover, carry case or similar.
- Document holder.
- Desk (including sit/stand desks or desktop module).
- Ergonomic desk chairs.

4. Items that **can't** be purchased under the Computer / Home Office Purchase Scheme

- items which are not covered by the item descriptions in this policy.
- items which predominately have another use or purpose (other than personal computer use) even though the item may also have internet connectivity.
- non-business-related software or accessories including:
 - MP3 players;
 - computer games, gaming consoles;
 - Small Business software.
- Televisions with internet access (even if the intended use of the television is as a computer monitor).
- Smartphones, Digital cameras, DVD players or any other similar item or technology equipment.
- purchase of second-hand computers or purchases via eBay.

Council does not provide and is not responsible for the following:

- Equipment or software maintenance and/or repair.
- Assisting staff with personal computer purchases or equipment problems via Council's Information Technology department. It is recommended that staff with limited knowledge of computers purchase from a provider that can offer ongoing support if something goes wrong and consider purchasing an appropriate support package/service if available at the time of purchase.
- Express or implied warranty or any responsibility for any purchase.

Council will not cover extended warranties:

- These may be purchased by staff in the same transaction, but Council will not reimburse these amounts and they will remain the expense of the staff member).

5. Ergonomic considerations regarding your Computer / Home Office Purchase

IMPORTANT

Before shopping for your Computer / Home Office purchase, please refer to [Appendix 2](#) which contains **specifications** for **Desks** [height / including for sit / stand desks], **Chairs** [shape / depth / width / tilt / swivel / cushioning / backrest / arms and adjustments], and **Accessories** [document holders / adjustable footrests / computer stands] that help you to select the appropriate products for you that are safe to use.

Also, to maximise the benefits from your Computer / Home Office purchase and **set up your Computer / Home Office workspace**, Council suggests following the safe use **guidelines** for computer / home office equipment that can be found in Appendix 1.

Please also see the [Our Safety Way portal](#) and approach the [Occupational Health & Safety team](#) for more detailed information and procedures.

Please note for staff who wish to use their Computer / Home Office purchase to **Work from Home (WFH)**, these guidelines and specifications will need to be used to obtain approval for ongoing WFH arrangements.

6. Other important information to consider before you purchase

Prior to completing the Computer / Home Office Purchase Scheme employees should undertake some research to determine the model, system and price that suits their needs. Employees are responsible for choosing and purchasing under this scheme.

The loan must be between \$400 and \$2000. For a purchase greater than \$2000, Council will make the payment up to this limit and any remaining amounts will be the responsibility of the employee.

Council is committed to supporting the local economy and workforce and requests that wherever possible staff purchase from a computer store within the municipality that offers the best price.

If you wish to purchase a computer from a current supplier of IT products to Council please contact Organisational Development (zzorgdevadmin@cgd.vic.gov.au) beforehand for information about how to obtain a quote, including through an online portal where this is available. Purchases from suppliers to Council may allow staff access to discounted prices.

All invoices must be invoiced to the City of Greater Dandenong with clear details of the seller/retailer and list all items individually priced including goods and services tax (GST) and other charges.

Under this scheme, Council will make the purchase directly to the supplier on behalf of the employee.

Council will not reimburse employees for an advanced purchase.

All items must be on the same invoice and must be clearly identifiable from the description.

7. Process for purchasing from a retailer

1. Obtain a written quote from the shop which individually specifies all items to be purchased. This quote will need to be addressed to City of Greater Dandenong.
2. Complete the '[Computer / Home Office Purchase Scheme Agreement form](#)' and return with the quote to zzorgdevadmin@cgd.vic.gov.au for processing.
3. Upon receipt of the quote, Organisational Development will provide a Purchase Order within 3-10 business days. If the store allows it, the Purchase Order can be used to collect the goods from the shop and then Council will make payment direct to the retailer on the staff member's behalf.

Please note not all retailers will accept a Purchase Order from Council, so staff should check with the retailer at the time of their initial enquiry.

4. When collecting the goods from the nominated store, a copy of the original receipt is required to be returned to zzorgdevadmin@cgd.vic.gov.au for auditing purposes.
5. If the original receipt is required to be returned for warranty purposes the Organisational Development (OD) team member will take a copy of the original receipt and then sign the copy noting the date on which they sighted the original receipt.

8. Process for purchasing from an online store

Items can also be purchased through websites of businesses within the municipality. Electronic quotes must individually specify all items intended to be purchased.

1. Obtain a written quote from the shop which individually specifies all items to be purchased. This quote will need to be addressed to City of Greater Dandenong.
2. Complete the '[Computer / Home Office Purchase Scheme Agreement form](#)' and return with the quote to zzorgdevadmin@cgd.vic.gov.au for processing.
3. Upon receipt of the quote, Organisational Development will be in contact with you to arrange a time to conduct the online purchase using a corporate credit card within 3-10 business days.
4. Once you have received evidence of the online purchase from the nominated supplier, a copy of the original receipt is required to be forwarded onto zzorgdevadmin@cgd.vic.gov.au for auditing purposes.

9. Paying the loan back

Council will purchase the computer equipment inclusive of all taxes, shipping, etc. on behalf of the employee and allow the employee to repay the total cost (exclusive of GST) via a fortnightly payroll deduction (post-tax).

Once the payment for the computer equipment has been issued by Council, the transaction is final. The employee is legally obligated to repay Council.

The loan amount must be repaid within a maximum of a one-year period or the employee's term of employment (whichever is less).

The amount to be repaid can be renegotiated where financial difficulty is encountered (providing the full repayment is made within the maximum period as outlined in this policy).

Please refer to the '[Computer / Home Office Purchase Scheme Agreement form](#)' for repayment options.

If an employee intends to go on unpaid leave or sabbatical, the employee must demonstrate that they can continue making payments or otherwise pay out the remaining balance of the debt in full prior to departure.

If an employee is leaving Council (resignation) the employee must pay in full any remaining balances on the Computer / Home Office Purchase Scheme loan. Any amounts owing at the time of departure will be deducted from the employee's final pay. In the event that the employee's final pay is insufficient to cover the remaining debt, the employee will be required to make payment to Council prior to their last day of service.

Estimated fortnightly (after tax) payroll deductions:

The below calculations are based on 26 pay periods in 1 year.

Purchase Price	Total to repay (excluding GST) 1 year (fortnightly deduction)
\$2000	\$ 69.93
\$1000	\$ 34.96

10. Independent advice from a suitable qualified Financial Professional

Employees are strongly encouraged to seek their own independent advice from a suitably qualified financial professional prior to entering into a Computer / Home Office Purchase Scheme Agreement. This scheme may have Fringe Benefit Tax (FBT) implications for individuals and may impact on other entitlements an individual has in relation to tax deductions or similar.

Employees who have other benefits (in particular a Council owned vehicle) may need to seek independent advice from a suitably qualified financial professional prior to entering into the Computer / Home Office Purchase Scheme.

11. For more information

Please contact Organisational Development at zzorgdevadmin@cgd.vic.gov.au

APPENDIX 1

The following is a brief overview of the topics that lead to good office safety

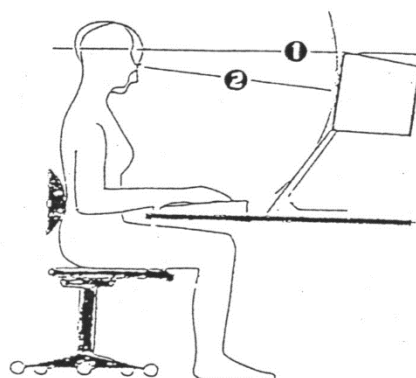
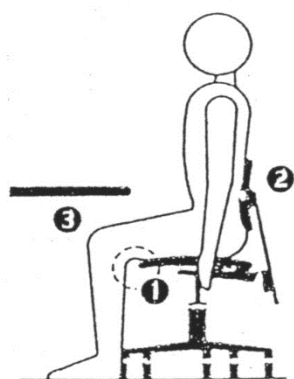
This is particularly important if / where you may use your Computer / Home Office purchase to work from home. Please also see the [Our Safety Way portal](#) and approach the [Occupational Health & Safety team](#) for more detailed information and procedures.

Work posture - Screen based tasks: these principles also apply when Working from Home (WFH)

A good working posture will reduce fatigue and the risk of injury whilst improving efficiency. You should adjust your workstation so as to provide a natural and relaxed position.

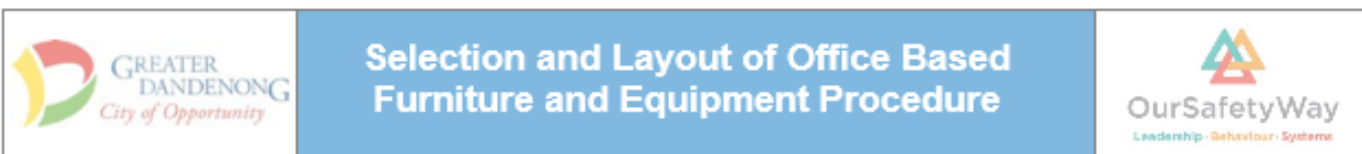
To achieve this, follow these fundamental principles:

- Your feet must be firmly and comfortably supported, either on the floor or on a footrest;
- To adjust your chair correctly – Stand in front of the chair and adjust so the highest point of the seat is just below your knees;
- Sit so a clenched fist fits between the front edge of the seat and the lower part of your legs^①;
- Adjust the backrest so that it supports the hollow in your lower back^② and armrests should height adjustable;
- The clearance between the top of your thigh and the underside of the desk should be approximately 1 to 2 cm, when the angle between your thighs and your upper body is 90° or greater^③;



- When sitting correctly, the top of the computer should not exceed the horizontal line of sight^①;
- The viewing distance should be approximately 600 to 750mm from your eye to the centre of the computer screen^② Your shoulders should be comfortable and relaxed and your elbows as close to your body as possible. Elbow angle should be as close to 90° as possible;
- The principles above (f) and (g) also apply when standing at a sit / stand workstation;
- Source documents should be placed on a document holder either next to, and level with, the computer screen or between the keyboard and screen;
- You should avoid frequent or continuous bending and rotation of your neck;
- To minimise eye strain, periodically focus on an object at least 6 metres away and move your eyes up, down, sideways and diagonally;
- To minimise prolonged static postures, vary tasks at regular intervals and practice stretching exercises. Avoid prolonged keying tasks by varying activities every hour;
- Maintain your natural posture and avoid excessive twisting and bending. You can achieve this by correctly organising your workstation;

APPENDIX 2

**5.1 Desks:**

- Height range (fixed) - 700mm – 720 mm.
- Height range (sit / stand) - 680mm – 1200mm.
Sit / Stand desks must be of electric adjustment, not manual.
- Top thickness - Not to exceed – 30 mm.
- Work surface - Must be a neutral colour, matt finish, have no sharp edges and be of adequate dimensions for requirements of intended use (minimum width 1800mm and minimum depth – 700mm).

5.2 Task Chairs

- Base - Chair must have an aluminium, 5-star base not less than 580mm diameter and with wheel castors.
- Seat depth - centre of seat pan front to front of Lumbar support – 380mm - 480mm
- Width - in the range of – 480mm – 590mm.
- Tilt - If fixed – Horizontal.
If adjustable – continuously adjustable maximum Forward 10°- backwards 5°
- Cushioning - Comply with – AS2281 for BH5 (HR 38/190) flexible, cellular polyurethane or AS/NZS 4088 –
Specification for burning behaviour or AS2282 determination of apparent density of flexible cellular polyurethane.
- Shape - Front edge – Waterfall front Note: pelvic bucket design **NOT** approved.
- Swivel - Must swivel – On a vertical axis central to the flat part of the seat.
- Backrest support - Must have - Convex curve.
Must not - Interfere with the shoulder or restrict arm movement.
Lumbar- vertical height range 80mm – 230mm (from peak point of lumbar projection above seat pan)
- Backrest adjustment - Adjustable - Forward & back, up & down
- Seat height adjustment - Standard Gas Lift Range from floor to top of seat sponge: minimum: 380mm - maximum: 510mm
- Armrests - Optional – where armrests are preferred, they must be adjustable in height.
- Upholstery - Sustainable Living Wool, Chelsea Q in Blackbutt (Black)



Selection and Layout of Office Based Furniture and Equipment Procedure



5.3 Accessories

- Footrests - Must be height and tilt adjustable Equal to or better than VHS adjustable Footrest. (35mm - 170mm)
- Computers - For individual workstations, screens must be height adjustable, have swivel, tilt and pivot capability and anti-glare treated screens. Information Services are able to advise on the merits of various laptop models for remote worksites
- Document Holders - Able to support appropriately sized documents (A3, A4) or files. Recommended A3 size placed between keyboard and computer screen

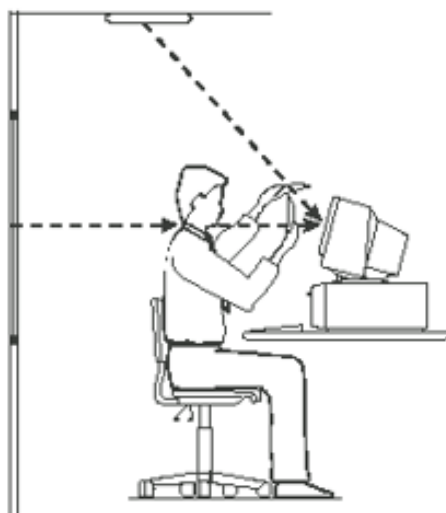
Note: Only approved equipment must be used

5.4 Glare in a Work Area

Glare occurs when one part of an area is much brighter than the background or vice versa. For example, if a computer is positioned in front of a window, the contrasting light can be so great that the eyes have to constantly adapt to the change. This may cause eye fatigue and headaches, as well as decreased ability to view the screen. There are several ways to reduce glare in the office environment:

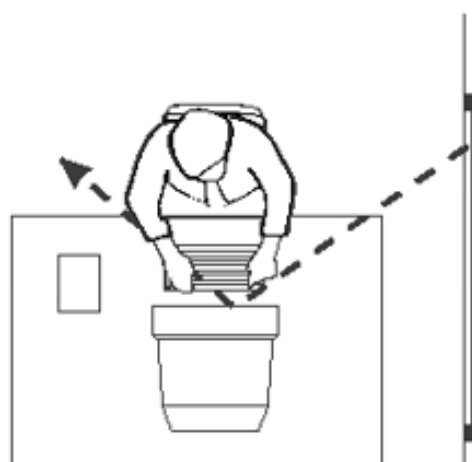
- Blinds and curtains enable people to adjust the light in their work areas. Be mindful of how lighting levels in your area may affect others in adjacent areas.
- Reduce the contrast between the foreground and background. For example, the use of a matt surface and slightly darker partition reduces the contrast between a computer screen and the surrounding area.
- Reposition the workstation to reduce the light falling on the work surface. Reduce the general lighting to suit the task being performed.
- Position workstation at right angles to window to reduce glare and reflection (see Diagram 2).

DIAGRAM 1



Assessing the reflection

DIAGRAM 2



Better placement of the screen to reduce reflection



Selection and Layout of Office Based Furniture and Equipment Procedure



5.5 Floor Space

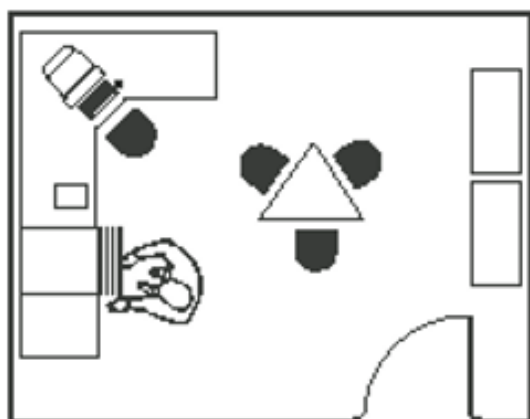
Provision of adequate space in an office to enable a person to operate effectively is essential. There are three types of space that need to be considered:

- **primary space** – amenities, meeting rooms, lift lobbies and similar areas.
- **secondary space** – corridors and storage.
- **tertiary space** – space required in a workstation to accommodate a desk, chair, drawers, filing cabinet and other necessary equipment.

The Building Block approach is one method used to determine the amount of space required by personnel. This is based upon a functional analysis of their needs, that is the tasks they perform in their jobs. This method recommends a minimum of 6 square metres per person for tertiary space and additional space for secondary and primary space requirements. It enables planners to provide enough space for all the requirements of technical people working in offices including clerical and administrative staff. AS1668.2 (2002) recommends an overall 10 square metres per person for offices, including primary, secondary and tertiary spaces.

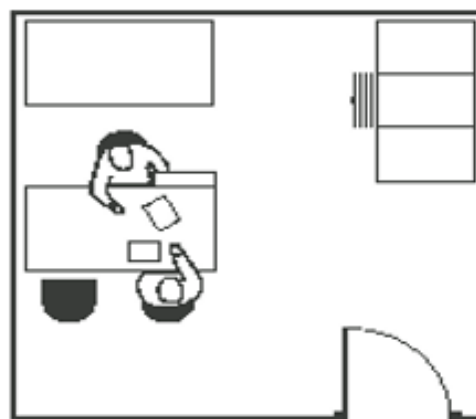
Note: It may not be possible to achieve the above recommended dimensions, however, all reasonable efforts must be attempted to comply with the standard.

DIAGRAM 3



Workstation Type 1
(Manager) Not to scale

DIAGRAM 4



Workstation Type 2
(Administration) Not to scale

5.6 Function of the Space

The size and layout of a work area should accommodate the equipment and the needs of the users. Where equipment such as photocopiers, faxes and printers are used, there is a need to accommodate the equipment and allow for additional traffic and general activity.

Council's Risk & OHS Unit and the Team Leader Contracts Unit are available to provide guidance and advice on the application of these guidelines.



Selection and Layout of Office Based Furniture and Equipment Procedure



5.7 Cable Management

Cable management facilities should be incorporated within the workstation design to accommodate power, data transmission, and telephone cables, as well as stow any excess cables. Provision should also be made for cable maintenance.

Power switches, cable outlets that are used regularly, should be readily accessible without requiring the operator to adopt an extreme posture to activate.

This can best be achieved when workstations are grouped together so that cables can be:

- channelled along partitions or cable management baskets which are fitted to the back of the desk;
- run down from the ceiling; or
- up through the floor.

Wherever possible, preference should be given to running cables down service columns from the ceiling, to eliminate potential trip hazards which are associated with floor mounted power data & telephone terminal boxes.

All installations should must conform to AS 4443:1997, AS/NZS 3000:2018 and AS/NZS 60590.1:2015 Information Technology Equipment Safety General Requirements

5.8 Use of Portable Step Ladders to Access Storage Areas Above Shoulder Height

The selection of step platform ladders must conform to the following criteria;

1. Appropriate for the intended purpose
2. Limited to two or three steps in height
3. Slip resistant tread of sufficient width and strength
4. Designed for ease of use
5. Sturdy construction of lightweight materials
6. Conformance to AS/NZS 1892-5-2000

Consideration must be given to ensure items of frequent retrieval are stored between shoulder and waist height so to minimise the need to use step ladders for these items.

Note: Heavy items should not be stored above shoulder or head height.

References

- Occupational Health and Safety Act 2004
- Occupational Health & Safety Regulations 2017
- Officewise 2006
- AS/NZS 1892.5:2000 Portable Ladder Selection, Safe Use and Care
- AS/NZS 4443:1997 Office Panel Systems – Workstations
- AS/NZS 3000:2018 Electrical Installations "Wiring Rules"
- AS/NZS 60590.1:2015 Information Technology Equipment Safety General Requirements

Related Documents

- OHS Policy
- OHS Consultation, Communication and Issue Resolution Procedure
- OHS Responsibility Procedure
- OHS Risk and Change Management Procedure
- OHS Purchasing Procedure
- CGD Workplace Adjustment Guidelines