

IMAGINE A HAPPIER, MORE MOTIVATED, MORE PRODUCTIVE TEAM



It is now becoming very clear in NSW, Australia and countries throughout the world that enabling employees to be able to work in multiple locations, rather than coming into an office, has many benefits for all concerned.

Some of this is being driven by the new opportunities high-speed internet connectivity (such as the technology available at the new Nexus Hub) presents to us all, but it is also the changing nature of the employment market. Many of the high growth employment categories are now knowledge based vs labour intense.

This allows employees to be productive from almost anywhere in the world.

The workplace of the future will have 'smart flexibility' to drive business productivity and workforce participation. In turn, working this way will improve the economic, environmental and social fabric of communities. The phrase 'anywhere working' will become the norm for many of us and the companies for whom we work.

Many, high profile Australian and international companies have successfully implemented these already.

THE NEXUS SMART HUB - THE NEW, SMART WAY TO WORK & LIVE ON THE CENTRAL COAST

Telework is working from a place other than your regular office. It utilises information and communications technology to stay connected to colleagues and work systems without the need to commute.

The Nexus Smart Hub at North Wyong opposite the golf club, has been purpose built to be WHS compliant, with an emphasis on productivity that includes super fast internet and all the latest office equipment.

INTERNAL FACILITIES

- Hot desks, offices, meeting rooms
- Super fast internet connectivity
- WHS compliant
- Video conferencing facilities
- Photocopiers and printers
- Internal and external break out spaces
- Kitchen facilities
- Security cameras and biometric access
- Lockers and bike racks



ON-SITE FACILITIES

- Easy parking
- Childcare
- Service station
- Gym for Hub members
- Café
- Car wash
- Chemist
- BBQ and Sun deck

4 Amy Close, North Wyong **1300 877 977** info@nexushub.com.au

WHY SHOULD MY BUSINESS CONSIDER TELEWORK?

While the concept of telework is not new, advances in broadband and other technologies have increased the trend towards telework as a way to generate savings and efficiencies for business. It is a relatively simple and cost effective way to improve productivity in your business and to provide employees with a more flexible and balanced way of working. The benefits experienced by teleworking employees can flow back to your business in a range of ways.

Productivity

There are many aspects of telework that can mean an employee may be more productive than their in-office counterparts. Factors such as a quieter work environment with fewer distractions, more efficient meetings, and less commuting time all have an impact on a teleworker's productivity levels.

Find tips on improving the productivity of telework at <http://www.telework.gov.au>



A broader employment pool

Because of the flexibility telework offers in terms of employees being able to work remotely from where your office is located, you can recruit employees from a much broader geographic and demographic area than previously considered. This opens up opportunities for potential employees in regional or remote areas who are reluctant to relocate to metropolitan areas in order to find work.

Telework also provides an opportunity for people facing barriers to working in a traditional workplace. This includes people with physical disabilities who are unable to use public transport, those providing care for others; or those who live in regional or remote areas where job prospects are poor. Offering telework to these individuals can mean that you are able to attract high calibre employees previously not available to you.

Similarly, Telework can help provide continued employment for mature age workers, who are often very experienced, loyal and reliable members of your workforce. An older worker's continued participation in the workforce also brings additional benefits to the community as a whole, not to mention to the employee themselves.

Savings on operational costs

From an operational perspective, having fewer staff working in your office can result in savings in utilities, property and fit out, parking, security and other associated costs. You may be able to relocate to smaller premises, or to a lower cost location without the need to have close access to public transport.

Calculate some of the potential savings using our quick calculator for employers.

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I'M INTERESTED, BUT WHERE DO I START?

Whether telework is a small change or a big jump for your business, there are a few ways you can get started.

Policies and guidelines

Many businesses already have informal arrangements with staff allowing them to work from home occasionally. The difference between this type of ad hoc work from home scenario and a telework arrangement is that a more formal agreement between managers and employees is in place. It allows for regular home-based work with agreed parameters, expectations and outcomes.

You will need to have a clearly defined telework policy in place so that everyone involved is aware of their roles and responsibilities. This could incorporate things like, information about the physical items and IT support provided; performance expectations and monitoring; communication protocols; work health and safety issues etc.

Your telework policy should include the steps your employees need to take to request and move into a telework arrangement. As a first step this would generally involve an employee instigating a discussion with their supervisor or another person identified in the telework policy, such as a human resources manager.

If you already have an informal working from home policy with your employees, start by reviewing these arrangements and think about what works and what doesn't. From there you can consider developing policies and guidelines that form the basis of your agreements with teleworking employees.



Types of teleworking roles

Your telework policy could also contain information about the type of roles in the organisation that can practically be supported by telework. Not all roles are suitable and not all employees have the characteristics suited to teleworking. Managers making decisions about telework requests need to be aware of the organisation's policy in relation to the type of roles, responsibilities and reasons for telework that your organisation can accommodate.

Try a pilot program

Many businesses start with a trial or pilot program and build from there. A pilot program helps to identify and overcome some challenges, particularly where there is concern about issues such as the return on investment, productivity or managing employees.

A pilot program could include 10 to 100 employees in a large organisation, or 2 to 3 in a smaller one. This would provide a small enough sample to monitor the outcomes. A trial period of three to six months would be enough time to allow managers and employees to adjust to the new ways of working and assess the benefits.

Managing teleworkers

A common concern among managers is how to supervise teleworkers and ensure they are productive and meeting expectations. Traditional management styles based on the manager being able to keep watch on employees is more challenging with telework; so managing people remotely can present a major change for many managers.

You may need to consider adapting your business's management and leadership guidelines to implement telework successfully. Consider conducting specific telework training with managers and employees so both parties understand how performance and workload will be monitored; how communication between the teleworker, managers and others in the office is to occur; and how teleworkers can continue to access opportunities for training, development and advancement.

Find more tips and information about managing telework see - http://www.telework.gov.au/for_employers/managing_telework_the_ten_key_challenges

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MEMBERSHIP PRICE LIST

MEMBERSHIP TYPE	BENEFITS	COST
PLATINUM full time user	<p>Benefits of a casual visit plus:</p> <ul style="list-style-type: none"> • Use of hub 24 x 7, 7 days a week • 4 hours complimentary meeting room use per month • Use of Nexus gym facilities • Included in Nexus Market (B2B directory and networking portal) • Lockable storage • Access to hub events • Video conference facilities available* • Access to A Grade Sydney office and boardroom* 	<p>\$12.50 per day or \$350 per month</p>
GOLD up to 15 visits per month	<p>Benefits of a casual visit plus:</p> <ul style="list-style-type: none"> • Use of hub 24 x 7 up to 15 days a month • 2 hours complimentary meeting room use per month • Use of Nexus gym facilities • Included in Nexus Market (B2B directory and networking portal) • Lockable storage • Access to hub events • Video conference facilities available* • Access to A Grade Sydney office and boardroom* 	<p>\$13.30 per day or \$200 per month</p>
SILVER up to 9 visits per month	<p>Benefits of a casual visit plus:</p> <ul style="list-style-type: none"> • Use of hub 24 x 7 up to 9 days a month • 1 hour complimentary meeting room use per month • Included in Nexus Market (B2B directory and networking portal) • Lockable storage • Access to hub events • Video conferencing facilities available* 	<p>\$13.80 per day or \$125 per month</p>
BRONZE up to 4 visits per month	<p>Benefits of a casual visit plus:</p> <ul style="list-style-type: none"> • Use of hub 24 x 7 up to 4 days per month • Included in Nexus Market (B2B directory and networking portal) • Lockable storage • Access to hub events • Video conferencing facilities available* 	<p>\$15 per day or \$60 per month</p>
CASUAL VISIT	<ul style="list-style-type: none"> • One off access to hub 9am - 5pm • Access to break out areas • Access to kitchen including tea, coffee, fruit and cereal • Access to superfast broadband via public wi fi or dedicated cable • Video conferencing facilities available* 	<p>\$25 per day</p>

WORKSPACE	DESCRIPTION	HOURLY	DAILY	WEEKLY	MONTHLY
Meeting Room	Table/chairs/screens	\$25	\$75	N/A	N/A
Boardrooms	Table/chairs/screens/video conferencing	\$55	\$200	N/A	N/A
Lockable Office	Size: 3m x 3m. Desk, chair x2	N/A	\$55	\$200	\$625