

# OFFICE ACCOMMODATION POLICY & PROCEDURE<sup>®</sup>

## DOCUMENT SUMMARY/KEY POINTS

The purpose of this policy is to:

- Ensure that the allocation of office space across the Sydney Children's Hospital Network complies with the NSW Health Office Accommodation Policy – Public Health Organisations and Ambulance Service;
- Facilitate the appropriate utilisation of the Network's existing stock of office accommodation;
- Ensure that planning for new office accommodation, reconfiguration and fit-out of existing space complies with the Australian Health Facility Guidelines (AusHFG), Building Code of Australia (BCA), Disability Discrimination Act (DDA) and Work Health and Safety (WHS) Act;
- Provide a consistent approach to furniture design and configuration;
- Minimise maintenance costs and cost associated with new build office space or alterations to existing space; and,
- Provide a central point of contact on either the Randwick or Westmead campus for the management of office space.

## CHANGE SUMMARY

- New SCHN document
- Rescinds CHW document 1/A/08:8084-01:00 of similar name.

This document reflects what is currently regarded as safe practice. However, as in any clinical situation, there may be factors which cannot be covered by a single set of guidelines. This document does not replace the need for the application of clinical judgement to each individual presentation.

<b>Approved by:</b>	SCHN Policy, Procedure & Guideline Committee	
<b>Date Effective:</b>	1 <sup>st</sup> November 2014	<b>Review Period:</b> 3 Years
<b>Team Leader:</b>	Deputy Service Director	<b>Area/Dept:</b> Corporate Services

## READ ACKNOWLEDGEMENT

- All cost centre managers must be aware of this policy

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## Policy Context

NSW Department of Health Office Accommodation Policy – Public Health Organisations and Ambulance Service PD 2005\_576 is a mandatory policy outlining the spatial requirements for work spaces and allocation of offices.

There is a requirement that new or refurbished office accommodation in health care facilities is designed in accordance with this Policy.

[http://www0.health.nsw.gov.au/policies/pd/2005/pdf/PD2005\\_576.pdf](http://www0.health.nsw.gov.au/policies/pd/2005/pdf/PD2005_576.pdf)

The Australian Health Facility Guidelines (AusHFGs) outlines a common set of base elements for health facilities in Australia. NSW Health, Health Facility Guidelines - Australasian Health Facility Guidelines in NSW. GL2008\_017 provides information on the NSW Health requirements regarding the application of the Guidelines to capital developments in NSW.

[http://www0.health.nsw.gov.au/policies/gl/2008/pdf/GL2008\\_017.pdf](http://www0.health.nsw.gov.au/policies/gl/2008/pdf/GL2008_017.pdf)

## Spatial requirements for Office Space

The following summarises the spatial requirements for office accommodation and workspaces outlined in the NSW Health Office Accommodation Policy.

Staff with roles across the Network should not be allocated more than one dedicated office or workspace.

OFFICES		
Description	Area	Comments
Single Person Office Type A	18m <sup>2</sup>	For Chief Executive 6 m <sup>2</sup> has been incorporated to provide a meeting area within the office space
Single Person Office Type B	15m <sup>2</sup>	For LHD/SCH Directors, General Managers 3 m <sup>2</sup> has been incorporated to provide a meeting space within the office
Single Person Office Type C	12m <sup>2</sup>	For Clinical Stream/Divisional Executive, academic professors (full) <i>with significant staff supervisory responsibilities and position is 0.8 FTE or higher</i>
Single Person Office Type D	9m <sup>2</sup>	For Nurse Unit Managers, Staff Specialists, Business Managers and Department Head <i>with significant staff supervisory responsibilities and position is 0.8FTE or higher.</i>
2 Person shared Office Type A	12m <sup>2</sup>	Accommodating two persons and two workstations for administrative duties

OFFICES		
Description	Area	Comments
3 Person Shared Office Type B	15m <sup>2</sup>	Accommodating three persons and three workstations for administrative duties
4 Shared Office Type C	20m <sup>2</sup>	Accommodating four persons and four workstations for administrative duties
WORKSTATIONS		
Workstation A	4.4m <sup>2</sup>	For research assistant and staff who spend the majority of their time in the community such as Outreach, Community Health or Community Mental Health
Workstation B	5.5m <sup>2</sup>	For Research Fellows, Data Managers, Clinical Nurse Consultants, administration staff or staff who require a workstation.
SHARED WORKBASE		
Shared Workbase		<ul style="list-style-type: none"> <li>• The work base is designed to accommodate staff who have Network-wide responsibilities, travel between health care facilities and may require a workspace to perform administrative functions.</li> <li>• The work base may also be used</li> <li>• The provision of 2.2m<sup>2</sup> per staff is required</li> <li>• The space may be designed as a workroom with workbenches along wall perimeter. The bench to be 800mm in depth.</li> </ul>

## Provision of work space

Department Heads have responsibility for ensuring that staff are provided with an appropriate workspace which complies with existing standards.

Prior to engagement of new staff and advertising for new positions an appropriate workspace must be identified and allocated. Where no suitable space is available, solutions must be project planned and agreed with either Corporate Services on the Westmead Campus or Corporate Services on the Randwick Campus prior to advertising any unaccommodated staff.

The project plan may include interim office space arrangements until office space becomes available or space modifications are completed.

## Requests for space reconfiguration/space conversion

From time to time there is opportunity to:

- Modify existing office space to provide additional workstation capacity;:
- Improve the functionality of existing office space; or,
- Convert other available spaces to office accommodation.

### Central point of contact

Department Heads seeking to modify rooms or spaces should contact:

- The Health Service Planner on the Westmead Campus; or,
- The Manager of Corporate Service on the Randwick Campus

### Request assessment

All requests will require an assessment of the proposed reconfiguration in terms of appropriateness, compliance with standards, future-proofing and value for money.

The Department Head should consult with the relevant Program Director/Executive Director prior to proceeding with reconfiguration/modification of spaces.

Requirement for additional/reconfiguration of services such as data ports, power outlets, lighting and air-conditioning will be considered as part of the request assessment.

The request assessment will also consider the adequacy of 'circulation space' (ie the space required within a department or room to enable movement and functionality within rooms/spaces. Whilst the total area of the space may comply with office space accommodation area (m<sup>2</sup>) requirements, the dimension of the space, location of doors, air-conditioning ducts, service ducts etc may limit what is possible in the space or preclude progressing with the request.

### Scope of work

A scope of works will be compiled for each project. The majority of projects will be limited to furniture installation, additional data ports/and GPOs (General Power Outlets), painting and demolition however additional work may be required as identified during the request assessment.

As part of the refurbishment of existing office space the scope of work will include carpet replacement and where possible upgrading of lighting.

The colour palette for office refurbishment will be as standard for each campus.

### Quotations and procurement

Quotations and procurement for construction and fit-out including office furniture and floorcoverings will be co-ordinated through Corporate Services. Office furniture is sourced from companies on Government Contract only.

The final quote for all work will be compiled and forwarded to the Department Head and the relevant Program Director or Executive Director.

A funding source needs to be identified and provided to Corporate Services prior to the approval process. Purchase orders will be raised following receipt of approval to proceed.

## Approvals

Small office refurbishment projects involving one room may be approved by the relevant Clinical Program Director or Executive Director.

Projects in excess of \$30K require a capital works business case to be completed and submitted to the SCHN Capital Planning and Monitoring Committee for approval and scheduling into the Capital Works Program.

Projects in excess of \$250K are considered major projects which require MOH approval as a Locally Funded Initiative and inclusion in the SCHN Asset Strategic Plan

## Scheduling of work

All capital works projects including office refurbishments are managed through Corporate Services. On the Westmead Campus the projects are scheduled into the work program for the Maintenance Department. On the Randwick Campus works are scheduled via the location Project Manager employed through the Engineering Services.

## Workspace design and furniture

All office modifications/space conversions and allocation of workspace are undertaken in accordance with current standards. The typical workstation is a standard configuration comprising.

- L-shaped workstation – Length 1800mmx1800mm; Bench height – 720mm; Bench depth – 720mm
- Overhead shelving unit with adjustable shelves – Length 1800mm. Bottom of unit 1350mm from floor. Top of Unit – 2100mm from floor
- Pinboard fabric covered – over workstation
- Pedestal drawer unit: mobile, 660mmH, lockable, under bench
- Pedestal filing unit: mobile, 660mmH, lockable, under bench
- Chair, ergonomic, office
- Plastic floor mat
- Computer
- Telephone
- Voice/Data outlet: double
- GPO (General Power Outlet) – Double x 2

All new build or refurbished office space will include installation of modular furniture in accordance with NSW Health Policy. This ensures flexibility of usage and minimises costs when there is a requirement to reconfigure or repurpose spaces.

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