**Population Health Division**

**Howard Florey Centenary House (HFCH) – Holder**

**Accommodation Feedback Summary**

**April 2024**

## Introduction

On 7 March 2024 a consultation paper was sent to all Population Health Division (PHD) staff and relevant Unions. Consultation was open from this date until 22 March 2024.

A total of 15 submissions were received:

* 9 Branch/Section Leads submitted a Section Accommodation Request
* 1 Sub-Section Proposal
* 5 Individual Staff input

The feedback received was constructive and helpful in guiding decisions around accommodation at HFCH.

Following the closure of consultation, further meetings have been held with Section Lead’s where further clarification and discussions were required with the view to accommodating all needs.

## Common Themes

* Justification for the change has been poorly communicated and rationalised.
* Consistency with Bowes seems to be one sided. Bowes is large enough and has been designed to support flexible ways of working.
* A hybrid accommodation arrangement should not be applied broadly for the sake of consistency or fairness across ACT Health given the variety of services delivered.
* The flexible workspace does not cater for the needs of people with special or individual requirements.
* Colocation of Sections would be optimal.
* Equity of furniture and fittings, eg all desks at Bowes are e-sit-stand which is not the case at HFCH.
* Minimal disruption to staff/sections should be considered in any proposed changes given staff’s already extensive workload.
* Permanent neighborhood approach supported.
* Would it be possible to have a couple of ‘break out’ rooms, which are set up with IT equipment and small meeting table for use by staff during the day, not bookable and not for all day use.
* The “HEMU space” is underutilised. Repurposing this area could provide a significant number of workstations and provide an area for a larger team.
* There is a requirement to maintain permanent HECC capability either at Bowes or HFCH.
* Flexi spaces for all areas of the Division to work from HFCH would be appreciated.
* Clean up of partition/workstation areas in some parts of building would be beneficial.

## Key Outcomes

The attached building plan outlines the future space allocation for HFCH, and has taken into consideration the below:

* PHD has seen a growth in staffing numbers. To accommodate this growth at the HFCH site all current office/workstation areas will need to be retained for this purpose.
* Minimal disruption has been taken into consideration.
* Permanent neighbourhoods have been allocated for Section’s who operate from HFCH permanently/5 days week. Internal allocation within those neighborhoods will be the responsibility of Section leads.
* One office will be retained for CHO/EGM.
* All other offices will be re-purposed to multi workstation and Resource Rooms.
* Creation of 2 Resource Rooms which will be non-bookable and not for permanent use. They will be available for staff to use ad hoc throughout the day for confidential conversations/meetings etc.
* Creation of 1 additional bookable meeting room.
* All current meeting rooms are retained.
* Co-location of teams will be achieved.
* Storage has been considered and accommodated for Section’s who have raised a need, however further considerations may need to be given.
* Lockable under desk draws will be reviewed on request ensuring staff have a lockable space for personal items.
* The six-bay workstation area which sits at the front of HFCH will be retained in its current format as a PHD flexi-space.
* Where possible current furniture and fittings will remain or be re-purposed.
* At this stage, PHD flexi spaces would not be available to non-PHD staff.
* The EOC (large meeting room) will continue to be available for emergency operations use, standing up of ART’s/IMT’s or other responses.
* PHD will commence conversations with ACTH Health ICE regarding allocation of space at Bowes St for the management of PHD emergency responses.
* Where not provided currently, all workstations will be converted to e-sit/stand desks.
* End of Trip Facilities are available, and lockers can be provided to staff on request.

## Next Steps

Implementation will continue as agreed in the Consultation Paper:

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| --- | --- |
| *4 – 22 March 2024* | *Stage 1 - Complete* |
| *25 March – 19 April 2024* | *Stage 2 - Complete* |
| *22 April – 10 May 2024* | *Stage 3* |
| *13 May 2024* | *Stage 4* |

***Stage 1: - COMPLETE***

* Consultation with PHD staff and unions will commence.
* Advise all PHD staff of the proposal to move accommodation arrangements to align as much as possible with arrangements being adopted at Bowes St.
* Staff will be given the opportunity to provide feedback on the proposed model.
* Section leads will need to complete the Section Requirements Spreadsheet (Attachment A).

***Stage 2:***

* Feedback will be consolidated and reviewed.
* If required, a Reference Group made up of Senior Leads and one member of teams affected by accommodation changes will be formed to review and advise on proposed concepts before executive endorsement.
* Final accommodation concept approved by Population Health Executive Committee (PHEC).
* Advise staff and Union on the proposed approach for accommodation arrangements and next steps.

***Stage 3:***

* Formal cleanup of work areas and central spaces to occur.
* Staff/Section relocations occur.

***Stage 4:***

* Implementation and new arrangements in place.
* If required further area specific needs will be addressed.