WORKSPACE ALLOCATION AND MANAGEMENT FRAMEWORK

1. Framework Intent

The purpose of this framework is to ensure the:

1.1 Most effective use of all Health Sciences workspace and that allocation and usage of new space supports and enhances our learning and teaching, research and research training activities, and the achievement of our strategic targets in these areas.

1.2 Processes for allocation and management of office and laboratory/research workspace are transparent, equitable and administered consistently.

1.3 The basic principle underlying all allocation will be to facilitate the effective use of space ahead of status, historic and other perceived interests.

2. Guiding Principles

- The Faculty is responsible for overall management and allocation of workspace, including laboratory space.
- The provision and allocation of workspace is at all times subject to availability.
- No individual School or group will “own” space, but will be responsible for management of their allocated space.
- All space allocation and utilisation must abide by all relevant University, OHS and legislative requirements.
- Synergies and efficiencies facilitated by collocation of groups should be taken into account and encouraged where possible.
- The sharing of workspace, including laboratory space, and resources should be the primary goal and unnecessary duplication should be avoided.
- Staff will be allocated with a single primary workpoint, which may be for their exclusive use or shared in some circumstances, e.g. job share or part-time.
- Laboratory space is maintained as a fully flexible shared space and not specifically allocated to teams or individuals.
- Workspace not allocated to a team or individual remains the responsibility of the Faculty and should not be used without Faculty approval.
- Hot-desks are for use on a short term, first-come first-serve basis by staff, students and Faculty-acknowledged visitors.
- The Faculty will audit space usage and identify future requirements, in consultation with Schools, as part of the annual space planning process and reallocate space as required.
- If conditions change during the calendar year, allocations may change.

3. Specific Guidelines

3.1 Office Allocation Research

- All offices will be allocated according to Office Eligibility Matrix, Research, which is under the control of the Faculty and is guided by basic “need for Office” principles.
- If there is more eligible staff than offices, staff with the higher number of ‘eligibility points’ have priority.
- If there are more offices than eligible staff surplus offices are allocated at the discretion of the Executive Dean on the recommendation of the Faculty Executive Director.
- Generally no Staff can be allocated more than one office over multiple sites.
• Full time staff must be on site at least 70% of 1 FTE to be eligible for a single office at the AHMS. Once 70% reached, the eligibility matrix applies.

• Acknowledging part time working arrangements, staff have to be on site at least 70% of their working hours to be eligible for a shared office. Once 70% reached, the eligibility matrix applies.

Office Eligibility Matrix, Research:

<table>
<thead>
<tr>
<th>Criteria</th>
<th>0.5</th>
<th>1</th>
<th>1.5</th>
<th>2</th>
<th>2.5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Seniority</td>
<td>Level C</td>
<td>Level D</td>
<td>Level E</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student Co-ordinator</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>No. of Direct Staff Reports</td>
<td>1-2</td>
<td>3-5</td>
<td>6-10</td>
<td>&gt;11</td>
<td></td>
</tr>
<tr>
<td>No. of Students (Principal Supervisor)</td>
<td>1-3</td>
<td>4-5</td>
<td>&gt;6</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Value of Cat 1 in 2016 (Inc Fellowships)</td>
<td>&lt;$150K</td>
<td>&lt;$300K</td>
<td>&lt;$450K</td>
<td>&gt;$1.2M</td>
<td></td>
</tr>
<tr>
<td>Total Value of Cat 2 &amp; 3 in 2016 (Inc Fellowships)</td>
<td>&lt;$300K</td>
<td>&lt;$600K</td>
<td>&lt;$900K</td>
<td>&lt;$1.2M</td>
<td>&gt;$1.2M</td>
</tr>
<tr>
<td>No. of Cat 1 as CIA</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>&gt;5</td>
</tr>
<tr>
<td>No. of Cat 2 &amp; 3 as CIA</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
</tr>
<tr>
<td>Threshold for sole office (if available)</td>
<td>5</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Threshold for shared office (if available)</td>
<td>2</td>
<td></td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

3.2 Office Allocation Academics

To be developed

3.3 Workstation allocation for undergraduate and Post-graduate students

• Workstations are allocated on the basis of 1 workstation for each postgraduate student and 1 workstation (shared) for maximum 3 honours students.

• The allocation of workstations for undergraduate and postgraduate students will be managed by Technical Services Manager.

• Academic Managers and Team Leaders are responsible for advising the Technical Services Manager of new students as early as possible in the enrolment process to facilitate space allocations. They are also responsible for advising when a student leaves and the workstation is available for re-allocation.

• HDR students with multiple bases, e.g. nRAH and/or SAHMRI, have to be on site at least 70% to be eligible for a dedicated desk.

3.4 Workstation allocation for staff members

• Workstations will be numbered and labelled with flexible name tags.

• The Technical Services Manager is responsible for allocating workpoints to staff.

• Where an Academic Manager or Professional Manager or Team Leader requires an additional workstation(s) for a new staff member(s) the allocation will be managed by the Technical Services Manager.

• Where an additional workstation(s) is required, over the current allotment for the Faculty, the procurement will be managed by the Technical Services Manager.

• Academic and Professional Managers and Team Leaders intending to employ new staff that will require additional office/desk allocation are responsible for advising the Technical Services Manager as early as possible in the process.

• Academic and Professional Managers and Team Leaders are responsible for advising the Technical Services Manager of staff ceasing employment, or those intending to, that will release an office or workstation allocation as early as possible in the process.
• Academic and Professional Managers and Team Leaders that expect an increased or reduced requirement for workspace due to an increase or decrease in funding and/or a change in function must notify the relevant Technical Services Manager as early as possible in the process.

3.5 Management and usage of “Hot-desks” workstations

• The Technical Services Manager is responsible for the use and allocation of all “Hot desk” workstations
• “Hot desk” workstations will not be allocated to groups but will always be on a case-by-case basis
• “Hot desk” workstations will always be allocated on a temporary basis
• “Hot desk” workstations will have priority allocation to ensure placements under 3.1, 3.2, 3.3 or 3.4 above where they cannot be fulfilled

4. Roles and Responsibilities

4.1 Executive Dean – Faculty of Health Sciences
The Executive Dean is responsible for:
• Approve annual space plan of the Faculty of Health Sciences workspace across all precincts at the University of Adelaide;
• Resolving any inter-school disputes that arise out of this framework and not resolved through the process

4.2 Faculty Executive Director – Faculty of Health Sciences
The Faculty Executive Director is responsible for:
• Management of the Faculty of Health Sciences workspace across all precincts at the University of Adelaide;
• Implementation of this framework and its periodic review to ensure it is effective in its purpose;
• Managing the annual space planning review and recommending any changes to allocation or procurement of space to the Executive Dean for approval; and
• Recommending to the Executive Dean for approval any ad hoc request that requires the procurement of additional workspace.

4.3 Dean – Head of School – School of Medicine and School of Nursing
The Dean – Head of School is responsible for:
• Supporting the application of this framework within their School;
• Contributing to the annual space planning review; and
• Endorsing any ad hoc requests for increases or decreases to the allocation of workspace to the School and submitting the request to the Technical Services Manager.

4.4 Technical Services Manager
The Technical Services Manager is responsible for:
• Day-to-day management of this framework in the Faculty, the allocation of workspace for staff & students and maintaining a register of allocations;
• Resolving any disputes that arise out of this framework or referring these to the Faculty Executive Director for a decision; and
• Providing information and support for the annual space planning review, including recommending any changes to the allocation of space.
4.5 Academic and Professional Managers and Team Leaders

The Academic and Professional Managers and Team Leaders are responsible for:

- Requesting the allocation of additional workspace; and
- Advising when workspace is no longer required.