



Population Health Division

Consultation Paper

Howard Florey Centenary House (HFCH) – Holder

Accommodation Plan

March 2024



1. Introduction

The Population Health Division (PHD) is headed by the Chief Health Officer appointed under the *Public Health Act 1997* to fulfil a range of statutory responsibilities and delegations under various public health legislation. The Division is also responsible for exercising statutory responsibilities on behalf of the Chief Health Officer to prevent and manage risks to the health of the ACT population, including planning and management of public health incidents and emergencies.

The Division leads population health policy for the ACT and provides and commissions a range of services and programs aimed at improving the health of the ACT population through interventions which promote behaviour changes to reduce susceptibility to illness; alter the ACT environment to promote the health of the population and promote interventions that remove or mitigate population health hazards.

Divisional staff are located at a number of sites including Bowes St/Woden, Howard Florey Centenary House (HFCH)/Holder, Canberra Hospital and have access to flexible work arrangements.

2. Purpose

The purpose of this paper is to consult with PHD staff that may be affected by future accommodation plans for HFCH. This consultation process does not relate to any other accommodation sites.

This paper provides a guiding model for consideration, seeks input from staff and provides details around the consultation processes and timeframes.

3. Current model

Historically at HFCH, PHD has delegated workspaces allocated to Section level.

HFCH has gone through a number of refurbishment iterations since it was re-built in 2006 following impacts from the 2003 Canberra bushfires.

From 2020, the COVID-19 pandemic drove changes to the ways staff access flexible working arrangements including their physical location and environment.

4. Scope of review

The future accommodation plan for HFCH includes all spaces with the exception of ACTGAL workstations located within restricted areas.

5. Rationale for change

Corporate and Governance, ACT Health has undertaken a number of reviews and consultation processes in relation to accommodation requirements at Bowes St, Woden.

On 23 February 2024, the Director General wrote to all ACT Health staff advising of the direction that is being taken with Bowes St accommodation. Updated information on these changes can be found on HealthHQ [here](#).

In line with the current accommodation within Bowes St, including the decision to create divisional neighbourhoods, flexi-spaces and limiting office accommodation affords an opportunity to make better use of available space at HFCH and to ensure, where possible, a consistent approach is taken across ACT Health sites.

6. HFCH Accommodation Model Approach

It is proposed the accommodation principles should be applied to HFCH as consistently as possible and appropriate across all ACT Health sites.

Changes to accommodation will take into consideration certain sections have operational needs to be office-based and the current fit-out imposes constraints on options available for consideration.

The model for proposed changes is being guided by the following approach:

- HFCH will transition to a hybrid working environment. This means that, subject to operational needs, staff may work a combination of in office, across the whole-of-government accommodation hubs, or from home.
- Section neighbourhoods will be assigned to HFCH based sections with an operational need to be in the office full-time.
- HFCH will transition to flexi-desking. This means that, subject to operational needs and work health and safety considerations, staff will not be assigned desks.
- Flexi spaces may be allocated to Sections on set or specific days of the week.
- Consistent with the whole directorate, staff are strongly encouraged to attend the workplace at least two days, if staff attend less than 2 day a week an FWA must be applied for and in place.
- Consideration and priority for access to e-sit-to-stand desk will be given to officers with an identified need for such arrangements, work health and safety considerations will be paramount.
- Shared offices will be provided to CHO and EGM (shared office due to working across sites).
- Existing fit-out of offices may not lend itself to full alignment with the approach in Bowes St.
- The six-bay workstation area which sits at the front of HFCH which is bookable for ACTH directorate staff as a whole, could be retained in its current format.
- Break out spaces, with a focus on wellbeing will be considered.

- Operational storage requirements will be considered.
- The EOC (large meeting room) will continue to be available for emergency operations use, standing up of ART's/IMT's or other responses.
- At this stage, PHD flexi spaces would not be available to non-PHD staff.

7. Budget

There is no budget funding available to make changes to the HFCH's internal structure/fit out. However, it is acknowledged that current fit-out arrangements present as a constraint for accommodation options.

Consideration is being given to replacing all work stations with e-sit-stand desks over time.

8. Implementation of the future model

Implementation will be dependent on the outcomes of consultation and feedback.

9. Consultation and Implementation methodology

Stage 1:

- 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.
- 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 with Sections being formally allocated specific areas.

Stage 4:

- Implementation and new arrangements in place.

10. Consultation and Implementation Timeframes

<i>6 – 22 March 2024</i>	<i>Stage 1</i>
<i>25 March – 19 April 2024</i>	<i>Stage 2</i>
<i>22 – 26 April 2024</i>	<i>Stage 3</i>
<i>29 April – 3 May 2024</i>	<i>Stage 4</i>

Where to from here?

This proposal provides guiding principles for consideration for the accommodation change.

There are still details that need to be determined and your feedback, suggestions and questions will assist in further refining the detail.

Feedback can be provided via email to PHDConsultationfeedback@act.gov.au in line with consultation dates above.

Section Senior Leads located at HFCH to submit Section Requirements Spreadsheet and return to PHDConsultationfeedback@act.gov.au by 22 March 2024.

If you wish to discuss further, please contact EGM, EBM, Senior Lead or Director Business Management.