

ASMOF Recommended Minimum Office* Accommodation Standards

Staff Specialists (State) Award

RECOMMENDED STANDARDS	
1	0.6-1.0 FTE positions should have their own office.
2	<p>0.1-0.5 FTE positions can be required to share an office.</p> <p>[However, there may be situations that this may not reasonably be appropriate and should be dealt with on the merits of each case.]</p> <p>In this situation, it would generally not be expected that more than two staff would be allocated to any one office.</p>
3	Those positions that are subject to genuine job sharing arrangements can also share an office.
4	Office space to be nine (9) square metres for Staff Specialists, Clinical Academics.
5	Those positions that have managerial responsibilities attached (identified for example by the provision of a managerial allowance) or have roles that require similar consideration (such as for example Directors of Training) should have office space of at least twelve (12) square metres.
6	The office is to be (if at all physically possible) adjacent to service areas.
7	Interview/meeting rooms should be nearby and reasonably accessible.
8	The office must be secure and lockable, along with being reasonably soundproof. It should be cleaned regularly and maintained to reasonable standards. The office layout must be to acceptable ergonomic standards.
9	<p>The office must contain as a minimum a desk, chair, phone, network computer, lockable filing cabinets, and bookshelves. Ready access to a printer and photocopier would be expected.</p> <p>Shared offices should have sufficient allocation of office equipment/furniture for each staff member.</p>

***Note:** *These criteria are not intended to impact upon the standards or provision of consultation rooms.*