

FLINDERS UNIVERSITY CITY CAMPUS

Staff Orientation Information



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1 Introduction

1.1 Document Purpose

The purpose of this document is to provide staff with relevant information to assist in their familiarisation of the City Campus. This document covers a range of topics including, but not limited to, the following:

- General building information,
- Surrounding community information,
- Operating hours, security, accessibility and transport information,
- Support available to staff, students, industry partners and community, and
- An overview of each floor inclusive of maps and areas of interest.

Please note as more information is known, this document and online offering will be updated.

1.2 City Campus Vision

The City Campus is a critical strategic initiative and long-term investment for the University. In line with the scale of investment and opportunity, a bold vision underpins the activation of the City Campus, aligned to the University vision and mission. The City Campus will embody our role as “...an innovator in contemporary education, and the source of Australia’s most enterprising graduates.”

The City Campus Points of Difference support this bold vision. These include:

- Open door to Flinders in the heart of the Central Business District (CBD).
- Opportunity to collaborate with industry and community to explore solutions to society’s complex problems and big questions across interprofessional teams.
- *Where* – ‘place’ is important (located in key technology, business, government, law, and art precincts).
- *What* – ‘a new learning experience’ that is activated, vibrant, and engaging delivered in collaborative spaces.
- *Who* – collaborative opportunities for education, community, and industry.
- *How* – student support both within and alongside curriculum.

This bold vision centres on an enhanced learning experience that is activated, vibrant, engaging, and collaborative. Inter-disciplinary delivery, connected with industry and the wider community, will explore big questions and complex problems, creative value for students and partners. To fulfill this ambition, a broad-based approach to high-demand and future focussed courses and topics from across the University will be offered at the City Campus.

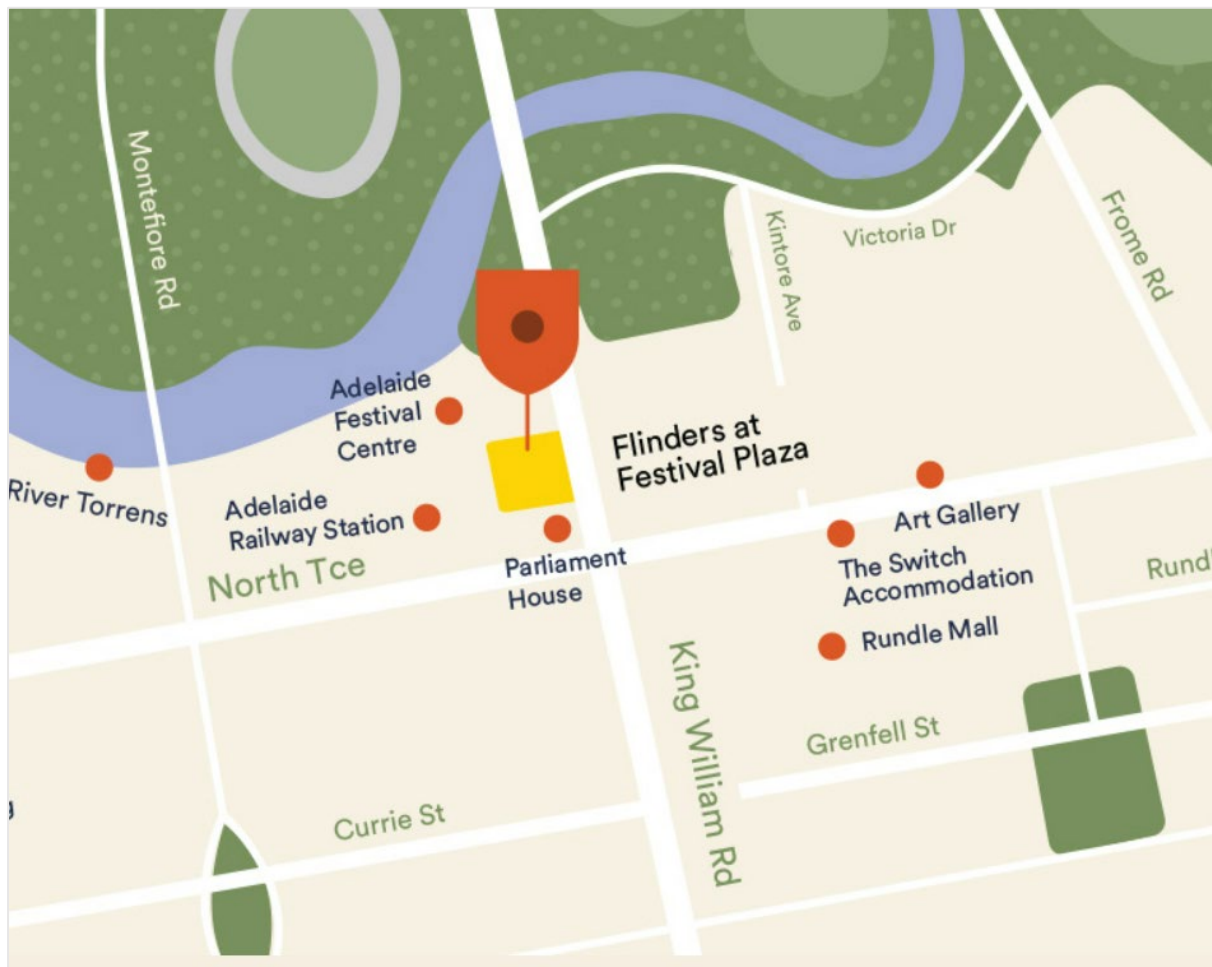
Through these Points of Difference, the City Campus aims to:

- Attract new domestic and international students,
- Drive enhancements in our reach, visibility, and reputation,
- Establish an activated, vibrant, and connected campus in the heart of the city,
- Provide greater access to our innovative curriculum through a diverse range of offerings,
- Expand engagements and connections with industry for enhanced learning experiences, and
- Deliver support through a single, coherent, and connected services team for students, staff, industry, and community.

While the vision is bold, new thinking and innovation will differentiate Flinders from competitive offerings and will leverage our existing success.

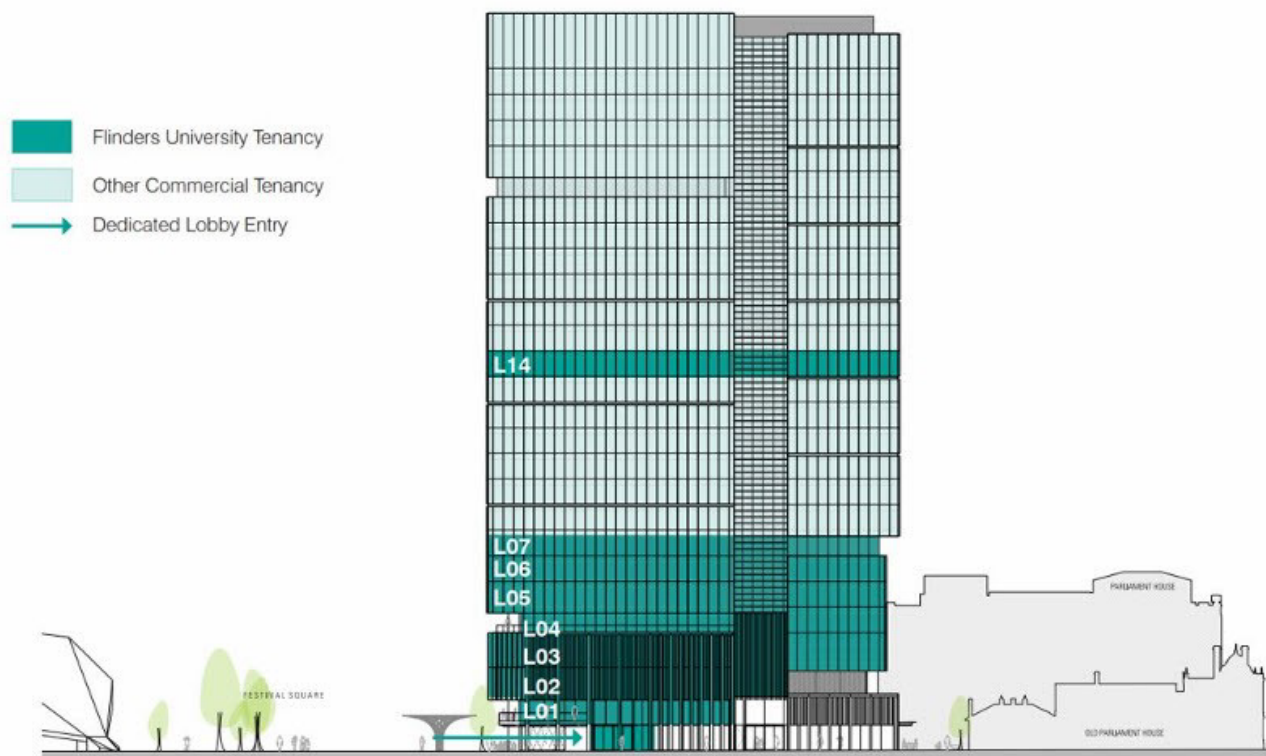
1.3 General Building Information

The City Campus is located at the epicentre of Adelaide's most vibrant and connected cultural hub, our vertical campus will expand Flinders' reach, visibility, and accessibility. It will attract new domestic and international students to a unique location surrounded by key technology, business, government, law, and art precincts and is self-contained and distinctive whilst retaining connectivity with Flinders existing campuses.



Flinders University is the anchor tenant of the Festival Tower building (within the Festival Plaza precinct), with the City Campus spread across 9 dedicated floors in the 29-storey building. Throughout our floors, there are a variety of cutting-edge spaces including flexible and collaborative formal learning spaces, group and individual informal learning spaces, dedicated workspaces and impressive event spaces.

The City Campus includes the following dedicated floors and key features (subject to change):



- **Ground Floor** includes dedicated entrance for Flinders University
- **Level 1** includes a welcome hub and triage, events space, and terrace.
- **Level 2** includes student services suite, FUSA presence, formal and informal learning spaces and meeting rooms.
- **Level 3** includes formal and informal learning spaces and moot court.
- **Level 4** includes formal and informal learning spaces, library, meeting rooms, Indigenous safe space, neuro-divergent spaces currently being investigated (envisaged to include a mix of identifiable quiet rooms), male prayer room.
- **Level 5** includes formal and informal learning spaces, computer lab, meeting rooms and female prayer room.
- **Level 6** includes formal and informal learning spaces, recording booths, meeting rooms, parents room and workstations.
- **Level 7** includes main staff space, workstations, staff breakout space, and meeting rooms.
- **Level 14** includes executive spaces including boardroom, meeting rooms and workstations, events space and learning spaces.

The City Campus provides a sustainable environment with a Green Star rating of 6 Stars, a Nabers rating of 5.5 Stars and a WELL Gold rating.

1.4 Surrounding Community

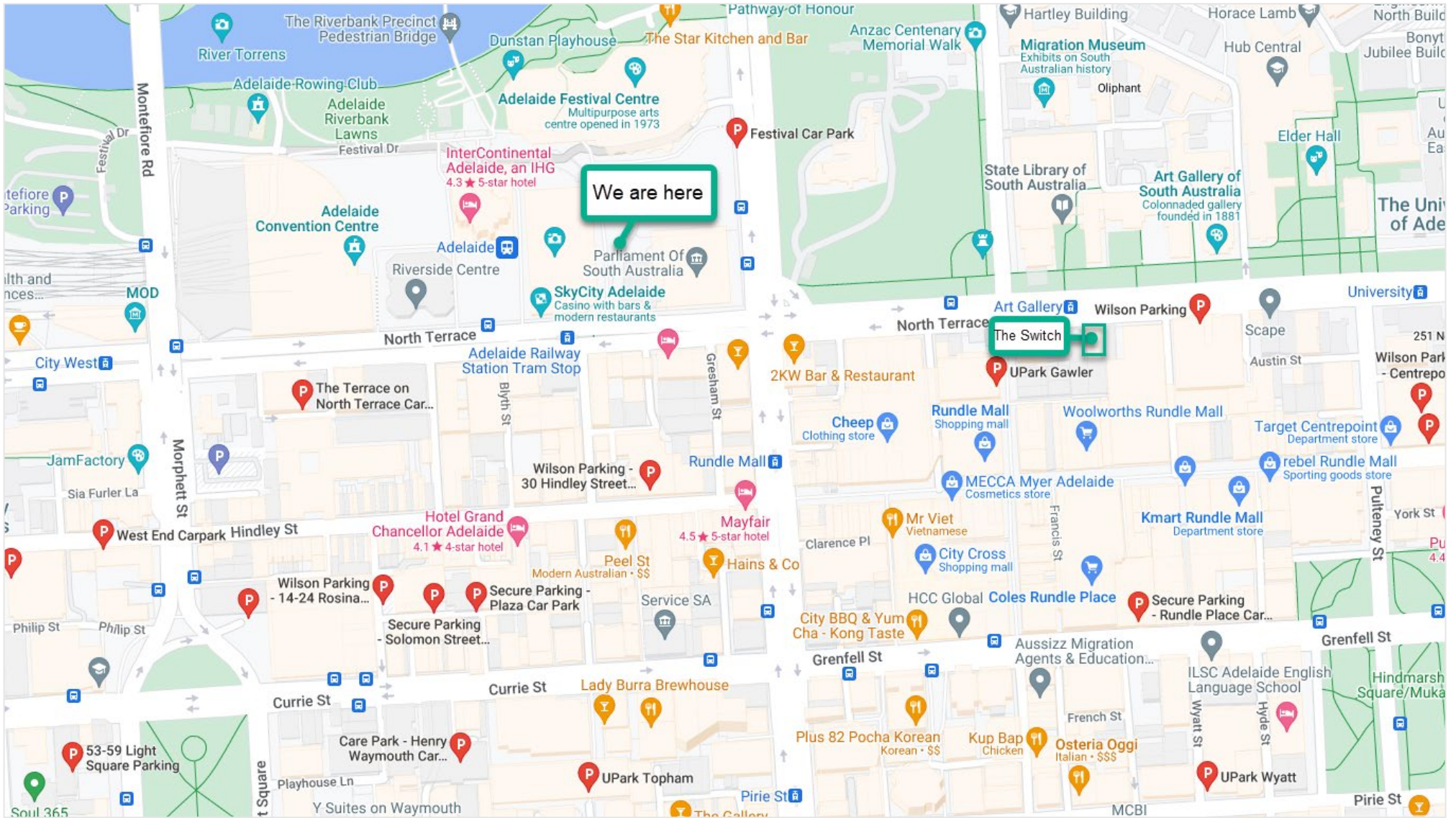
The City Campus is located at the epicentre of Adelaide's most vibrant and connected cultural hub and surrounded by key technology, business, government, law, and art precincts.

Areas of interest closely located to the City Campus for staff may include:

- Adelaide Railway Station at the City Campus doorstep,
- Rundle Mall (approx. five minutes walk),
- Torrens Riverbank (approx. one minute walk),
- Adelaide Oval (approx. five minutes walk),
- Royal Adelaide Hospital (approx. five minutes walk)
- Parliament House situated to one side of the City Campus,
- Adelaide Festival Theatre situated to behind the City Campus, and
- A range of surrounding eateries, cafes, and restaurants options.

Additionally, the Adelaide Kurna Walking Trail created for the Adelaide City Council is a self-guided walking tour starting from the Adelaide Festival Centre and travelling through places such as the Old Adelaide Gaol, through the River Torrens (*Karrawirra pari*) all the way through to Victoria Square (*Tarntanyangga*). Stopping off at some of the prominent Kurna places, sculptures, and modern history in the City of Adelaide. [Click here](#) for a copy of the walking trail map.

The following map provides a snapshot of key features around our City Campus:



2 General Information

2.1 Operating Hours

The operating hours of the City Campus will be as follows:

- Access to the campus will be from 7:00am to 10:00pm, Monday to Friday.
- Teaching may occur between 8:00am to 9:00pm, Monday to Friday depending on when topics are timetabled.
- Tier 1 support services will be available between 8:00am to 8:00pm, Monday to Friday with some services operating between 9:00am to 5:00pm such as the Library and other Tier 2 specialist support services.

Additionally, the City Campus will be open to students between 8:00am to 6:00pm on Saturday to Sunday for informal learning purposes. No regular teaching or services are planned for the weekend opening hours however, there will be a security presence during those hours.

Please note swipe card access is required from Monday to Friday, 6:00pm to 10:00pm and Saturday to Sunday, 8:00am to 6:00pm.

2.2 Work, Health and Safety information

Emergency management

In case of emergency please follow [emergency procedures](#), and if emergency services are required please call **000** then contact security, or your nearest City Campus Services team member.

Emergency Evacuation

Emergency exits are the way you came in, or through the stairs marked as emergency exit, these are sign posted throughout the building. When the emergency warning sounds (Beep Beep) remain where you are and wait for further instructions.

On the Emergency Evacuation signal (whoop whoop), evacuate the building by the nearest emergency exit. If given, follow any instructions from the fire wardens.

Do not use the lifts and walk calmly to the evacuation area located at the **Popeye landing area at Elder Park**.

From level 1 location, if an evacuation occurs, you will use the stairs to the left of the escalators. Do not re-enter the building until the “all clear” is given.

Your local fire wardens will be identifiable by a white helmet.

People who may not be able to evacuate on their own (e.g., a physical or sensory issue) should speak with their Fire Warden so arrangements can be made to have a Personal Emergency Evacuation Plan (PEEP) put in place.

First Aid

First aid kits are available on all floors occupied by Flinders University. The kit locations will be visible with signage. Reach out to the City Campus Services team and Security officers for a first aid trained person who will be able to assist where needed.

Accident/Incident & Hazard Reporting

Accidents/ incidents or hazards require reporting, please use our [FlinSafe system](#), which is found on your Okta dashboard.

Workstations

Regarding furniture set up, individual ergonomic assessment can be completed by the [self-assessment checklist](#). If there is an issue speak with your supervisor in the first instance and a workstation assessment can be organised if required.

Electrical Testing

All electrical equipment requires testing and tagging, please see your supervisor, or submit a service one if an item is not in test and tag date.

For any other WHS information please see the [WHS webpage](#).

2.3 Security

Security services will be provided at the City Campus by Walker Corporation and Flinders University. The University will provide security services at the City Campus, in addition to the security provisions that will be provided by Walkers Corporation for the building.

Security services at the City Campus will include, but is not limited to, the following:


- Security guards will be onsite Monday to Friday, 6:30am to 10:30pm ensuring coverage half hour before and after weekday operating hours of the City Campus.
- Security guards will be onsite Saturday to Sunday, 7:30am to 6:30pm ensuring coverage half hour before and after weekend operating hours of the City Campus.
- Security escorts services will be provided hourly at designated times. This is a walking service to Festival carpark lifts located in Festival Plaza, Adelaide Railway Station, North Terrace Tram stop (adjacent to the Train Station) and to the Switch student accommodation building.
- Walkers Corporation will have a security presence onsite for the building and precinct including roving patrols, available 24/7 and will have CCTV monitoring throughout the building and precinct, carpark, lifts, and lobby areas.

2.4 Accessibility

The City Campus building and fit-out meets all Disability Discrimination Act (DDA) requirements for compliance. Accessibility facilities can be found on each level of the City Campus and are detailed in *Section 4 Floor Maps & Overviews* and in the Information Pack: Accessibility found on the [staff webpage](#).

Access via the main foyer entrance leading to the elevators connects all Flinders floors in the City Campus. External pathways to the City Campus can be seen in the following map including direct access from the Adelaide Railway Station and Tram.



 **Festival Car Park**

DDA bays are located next to the two lift areas within the Festival Car Park, these include:

Festival Plaza Lift Levels:
B2, B3, B4 and B5

Sky City Lift Levels:
B4 and B5

The Festival Car Park can be accessed via King William Road and Morphett Street. Patrons should make their way to Plaza Level where they can access One Festival Tower via paved paths.

Train Station

Ramp access is available however it's a steep incline. Suggested access is via the lift in the train station which arrives on North Terrace. Patrons can then access One Festival Tower via paved paths.

To access the Train Station, declining ramp or lift via North Terrace is available.

Street Level Access

Via North Terrace
Via King William Road

Accessibility map

-  Wheel chair access
-  Lift
-  Best routes & street access



2.5 Transport Options

2.5.1 Public Transport

Train and Tram:

Adelaide Railway Station is located right next door to the City Campus, the tram line stops in front of the Adelaide Railway Station on North Terrace. Both of these options offer a short walk to the City Campus entrance.

Visit the [Adelaide Metro website](#) to plan your journey.

Additionally, the Flinders train line can get you into the city in around 22 minutes from the Flinders Station at Bedford Park to the Adelaide Railway Station. This may be a preferable option for staff traveling from Bedford Park or Tonsley.

Visit the [Adelaide Metro Flinders Line webpage](#) for more information.

Free City Connector Bus:

Take advantage of the free City Connector bus, offering a hop-on and hop-off service to the city and North Adelaide. Bus route 98A and 98C connect North Adelaide with the city, and 99A and 99C connect the inner-city. Services for the free City Connector bus operate every 15 minutes on weekdays and 30 minutes on weekends.

Find timetables, routes details and real-time information on the [Adelaide Metro website](#).

Bike Storage:

Walkers One Tower tenants have access to the basement end of trip facilities. As tenants of the building, Flinders staff members have access to the Bike storage, showers, and change room facilities.

2.5.2 Public Carparking

Wilson Car Park – Festival Parking:

The Festival car park is located on Festival Drive, which can be entered via King William Road or Montefiore Road. Bookings can be completed ahead of time [online](#), or download the Wilson Parking application to receive cheaper parking rates.

The most convenient parking location is on levels B3, B4 or B5 and take the lift up to the Sky City foyer, which is directly opposite the City Campus.

Convention Centre Riverbank Car Park:

The Adelaide Convention Centre car park is located on Festival Drive, behind the Adelaide Convention Centre and next to the riverbank footbridge. Once you have parked, the elevator will bring you to the promenade, where it is a short walk to the City Campus.

There are a range of other public carpark options that can be found along North Terrace and throughout the city precinct.

Please note public carparking options are self-funded.

2.6 Loading Dock and Deliveries

All deliveries to the City Campus are to be made through the Festival Loading Dock, which is accessed from Festival Drive. The Festival Loading Dock has a 15-minute free period, for any deliveries expected to take longer, a booking will be required through Service One.

Deliveries are not permitted through the City Campus passenger lifts or car park lifts at any time.

The Goods Lifts are to be used for all deliveries. Goods Lifts are not available between the hours of 6pm and 10pm Monday to Friday due to building requirements.

If you require a delivery to the City Campus, please complete a ServiceOne request to book a Goods lift. Noting that bookings must be prearranged no later than 24 hours in advance.

Note a delivery taking longer than 15 minutes will require both a booking for the Festival Loading Dock *and* the Goods Lifts.

Goods lift dimensions are as follows:

Door

Width: 1,400mm

Height: 2,400mm

Internal

Width: 1,650mm

Depth: 2,300mm

Height: 3,000mm

Capacity

Weight: 2000kg or 26 passengers

3 Support

3.1 City Campus Services Team

As a staff member you can self-serve utilising the interactive kiosks which are located on levels 2-4. You will be able to join the queue to access services (i.e., new ID card) via these kiosks, the Flinders University app, or from your device.

If you have students that need to access a service, please ask them to join the same queue and they will be helped by one of the friendly City Campus Services Officers.

If you require AV and Technical support, Caretaking services and the likes, please lodge a request via Service One as you do now. If you need urgent AV & Technical Support, please call 12345 as you do now.

The City Campus Services Team Service Ethos is as follows:

At the City Campus we put our customers at the center of everything we do, aiming for excellence, inclusivity, and innovation.

We approach our work with a positive attitude, taking immense pride in the journey we embark on together.

As partners, we foster a sense of belonging, warmth, and a vibrant community, making everyone feel like a valued member of our extended family.

Our statement and student-centred Ethos are the beliefs and values that guide our interactions, articulates our purpose, influences our behaviours, and sets the standard for the conduct.

3.2 Facility services

Property, Facilities and Development (PFD) continue to work closely with Walkers Corporation Facilities Management to ensure efficient delivery of Facility Services to the University (staff, students, and visitors) as part of the City Campus. Services at the City Campus can be accessed via the dedicated support services model and through existing processes such as ServiceOne.

Facility Services cover a broad range of services including security, cleaning requirements, waste management, evacuation and emergency procedures, mailroom services, deliveries and loading dock, and access management.

3.3 Technology Training and Resources

For staff requiring learning and teaching resources or information on learning technology training or professional development please refer to our [Learning and Teaching webpage](#).

For any requests for additional workshops or support around using learning technologies at city campus, you can reach out to the learning and teaching team via email portfolio.elearning@flinders.edu.au.

3.4 Technology Information

As with all of Flinders University campuses, the City Campus has Wi-Fi access through Eduroam. If you are unfamiliar with how to access Eduroam, more information is available on our Network, Wi-Fi and remote access [webpage](#).

Dedicated facilitator PC's for staff are only available in each teaching space, with docking stations and monitors available at the open office workstations.

Staff from Flinders University's audio-visual support (AV) team is available onsite between 8am and 8pm to assist staff and students with technical questions logged via Service One.

The AV team can assist with questions and issues with technology in the following spaces:

- Event spaces
- Teaching spaces
- Meeting rooms
- Moot Court
- Computer Suite
- Project room
- Recording pods



To find how to guides and videos on the mentioned above spaces and more AV support information please visit the AV support [webpage](#).

For support on technology devices, please call .extension 12345, or log a Service One request.

For recording room bookings and support outside of our AV team, please see the recording rooms [webpage](#).

4 Floor Maps & Overviews

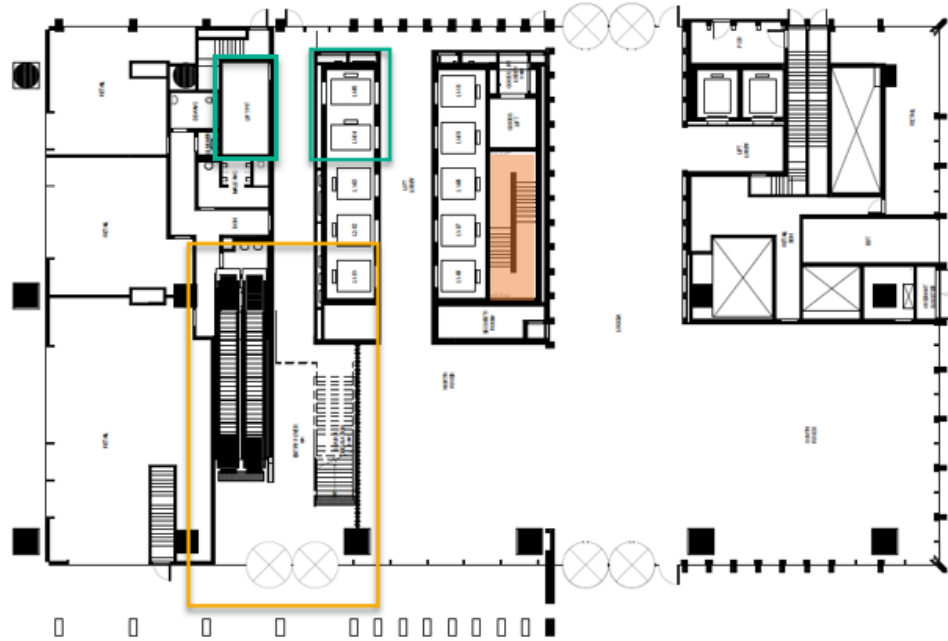
4.1 Ground Floor

Orientation Ground Floor

Ground floor entrance

Lifts

Fire stairs



Flinders New City Campus
Festival Tower
LEVEL 0

↑
Flinders entrance

↓
Adelaide train station

North Terrace →

Orientation Level One

Entrance from ground floor

Lifts

Stair well Level 1 - 6

Support Services

Event space

Balcony

First Aid ●

Fire stairs



Events at Flinders City Campus:

The City Campus has two event spaces for corporate, staff and student event bookings. Events held in the City Campus will be subject to approval and may require assistance from the Events and Engagement team.

To determine requirements for your event see our events.flinders.edu.au webpage or visit the [City Campus events guide](#). Alternatively, email fpevents@flinders.edu.au

City Campus Information:

Our support model at the City Campus is a campus construct model not the college construct model that we are used to at Bedford Park. The City Campus Support Services team will provide front line support for students, staff, and the community. The team will be available at their home base at the Welcome Hub on level 1 from 8am to 8pm. Any student questions they cannot answer they will warm refer to either the specialist support located on level 2 or to the teams at Bedford Park.

The interactive kiosks are located here on Level 1 and throughout Level 2-4 which will allow anyone to self-serve, i.e., if you are looking for a room as well as get yourself into the queue to get yourself a replacement ID card.

Key Amenities:

- There are two all gender bathrooms for use on level 2 and an accessible toilet.
- An internal stairwell goes from level 1 to level 6. Please note access is also available via the lifts.

Orientation Level Two

Support services

Lifts

Stair well Level 1 - 6

Utilities i.e. printer/bins

Informal learning space

Formal teaching space

Toilets

FUSA

First Aid 

Fire stairs



4.3.2 Leve 2 Overview

City Campus Services Information:

The City Campus Services team operate the Student Services hub located here between the two teaching spaces, this is the team that provides the more face-to-face generalist and specialist support for students in areas such as Counselling & Disability, International, FUSA and more. FUSA also has a dedicated space near the utilities area.

If you are directing a student to services i.e., they need enrolment help, ask them to jump into the queue using the kiosk and the Student Services hub will be the meeting point

Key Amenities:

- There are four all gender bathrooms for use on level 2 and an accessible toilet.
- Printing and bin facilities can be found on the King William Road side at the northern end of the building.
- Printing from the City Campus is the same as any other campus, when you select FlindersPrint, you can swipe your access card to retrieve from any printer. You can even print at one campus from your computer, and pick the print up from another campus, ensuring you collect within a 24-hour period.
- An internal stairwell goes from level 1 to level 6. Please note access is also available via the lifts.

Orientation Level Three

Lifts

Stair well Level 1 - 6

Utilities i.e. printer/bins

Informal learning space

Formal teaching space

Toilets

First Aid 

Fire stairs



Room 306 = Collaborative teaching (54 student capacity), Room 309 = Collaborative teaching (36 student capacity), Room 310 = MOOT Court/General teaching (63 capacity), Room 311 = Collaborative teaching (30 student capacity), Room 312 = Collaborative teaching (78 student capacity)

4.4.2 Level 3 Overview

Level 3 is dedicated teaching floor with both formal and informal learning spaces.

Key Amenities:

- There are four female and four male toilets for use on level 3 and an accessible toilet.
- Printing and bin facilities can be found on the King William Road side at the northern end of the building.
- Printing from the City Campus is the same as any other campus, when you select FlindersPrint, you can swipe your access card to retrieve from any printer. You can even print at one campus from your computer, and pick the print up from another campus, ensuring you collect within a 24-hour period.
- An internal stairwell goes from level 1 to level 6. Please note access is also available via the lifts.

Orientation Level Four

Lifts

Stair well Level 1 - 6

Utilities i.e. printer/bins

Informal learning space

Formal teaching space

Toilets

Prayer room (Male)

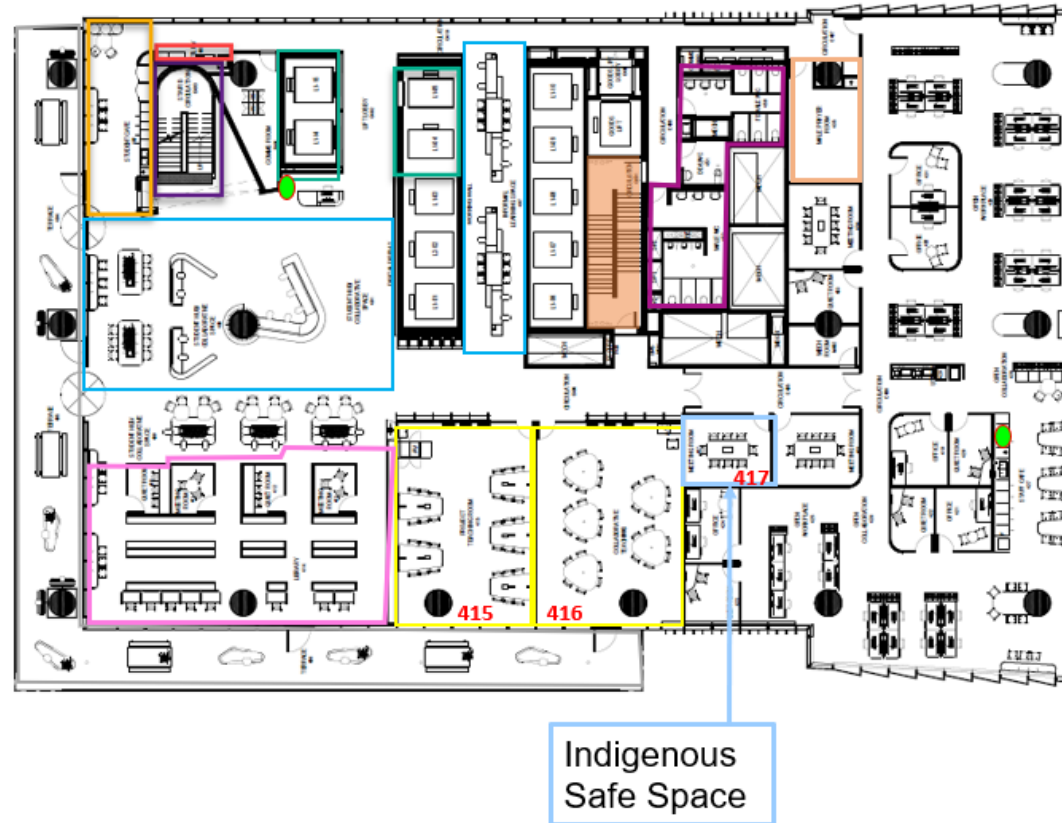
Library

Student Cafe

Balcony

Fire stairs

First Aid ●



Room 415 = Project teaching room (30 student capacity), Room 416 = Collaborative teaching (30 student capacity)

4.5.2 Level 4 Overview

Library Information:

Flinders University has libraries at five of our campuses, including our City Campus, where students and staff can access a wide range of materials as well as study spaces, [group study rooms](#), Wi-Fi, [printers](#), and adaptive technology rooms.

Library specialist staff are available between 9AM and 5PM, Monday to Friday (except public holidays), including FLO support. Visit [staffed hours](#) for up-to-date information.

The Library's online catalogue, [FindIt@Flinders](#), provides details of the books, journals and other materials held by each library along with details of extensive electronic resources.

See our Library [webpage](#) for more or speak to our friendly Library staff members on Level 4 when at our City Campus.

Prayer Room Information:

Our City Campus has a dedicated Male prayer room on Level 4, accessible by staff, students, and community. With a capacity around 7 and operational during campus opening hours, the prayer room is a dedicated space for all faiths. For information on the male prayer room see the [OASIS webpage](#).

For further information on our staff and student wellbeing program and information our OASIS [webpage](#).

Key Amenities:

- Two student cafés are located on level 4, one at the King William Road side at the northern end of the building, the other at the North Terrace end of the building.
- A balcony is available for use on this floor at the northern end of the building.
- There are six female and four male toilets for use on level 3 and an accessible toilet.
- Printing and bin facilities can be found on the King William Road side at the northern end of the building.
- Printing from the City Campus is the same as any other campus, when you select FlindersPrint, you can swipe your access card to retrieve from any printer. You can even print at one campus from your computer, and pick the print up from another campus, ensuring you collect within a 24-hour period.
- An internal stairwell goes from level 1 to level 6. Please note access is also available via the lifts.

Orientation Level Five

Lifts

Stair well Level 1 - 6

Utilities i.e. printer/bins

Informal learning space

Formal teaching space

Toilets

Kitchen

Prayer room (Female)

First Aid 

Fire stairs



Room 505 = Collaborative teaching (90 student capacity), Room 506 = Computer lab (28 student capacity with 2 BYOD spots), Room 507 = Collaborative teaching (60 student capacity).

Prayer Room Information:

Our City Campus has a dedicated Female prayer room on level 5 accessible by staff, students, and community. With a capacity around 7 and operational during campus opening hours, the prayer room is a dedicated space for all faiths. For information on the female prayer room see the [OASIS webpage](#).

For further information on our staff and student wellbeing program and information our OASIS [webpage](#).

Key Amenities:

- Two student cafés are located on level 5, one at the King William road side at the northern end of the building, the other at the southern, North Terrace end of the building.
- There are six female and four male toilets for use on level 3 and an access toilet.
- Printing and bin facilities can be found on the King William road side at the northern end of the building as well as on the in the middle walkway at the North terrace end of the floor.
- Printing from the City Campus is the same as any other campus, when you select FlindersPrint, you can swipe your access card to retrieve from any printer. You can even print at one campus from your computer, and pick the print up from another campus, ensuring you collect within a 24-hour period.
- An internal stairwell goes from level 1 to level 6. Please note access is also available via the lifts.

Orientation Level Six

Lifts

Stair well Level 1 - 6

Utilities i.e., printer/bins

Informal learning space

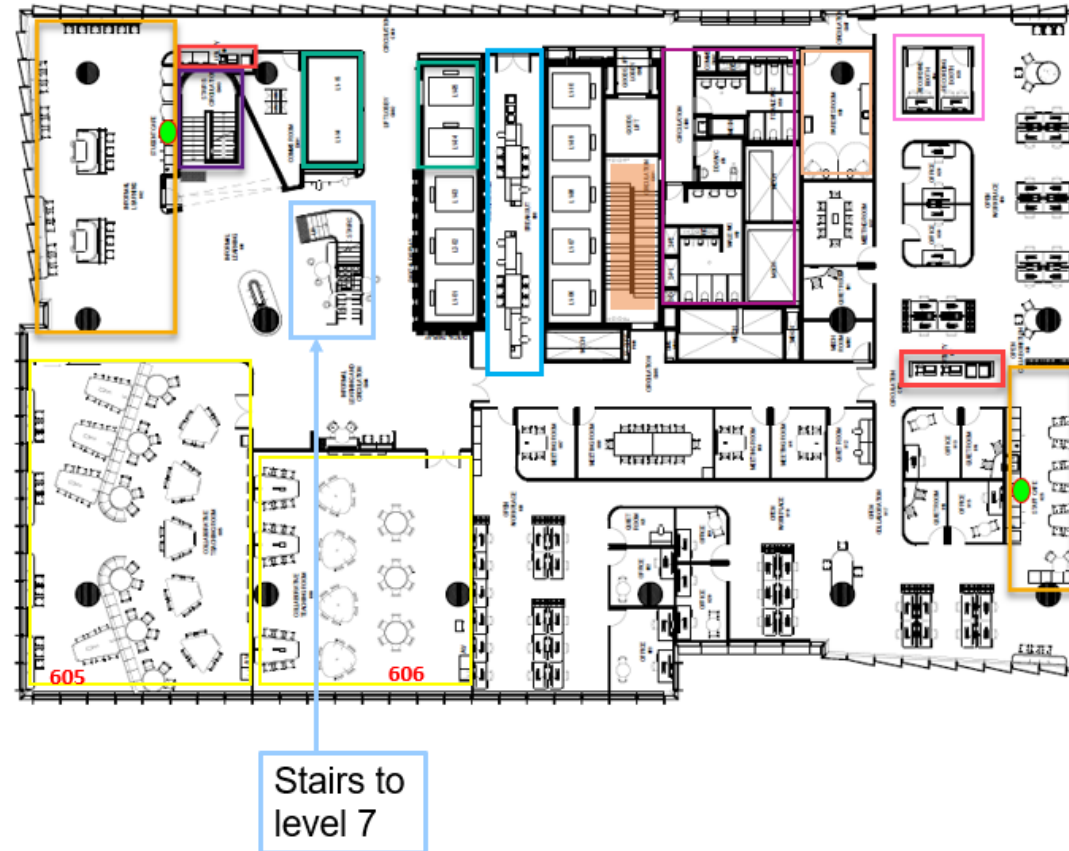
Formal teaching space

Toilets Kitchen

Parents room

Recording pods

First Aid ● Fire stairs



Recording Pods:

The City Campus contains two private Recording rooms/pods which are available to staff on a self-serve basis. Both rooms have the ability to do video and audio recording.

For more information and support please see the recording rooms [webpage](#).

Parents Room:

Our City Campus will have a dedicated parents room located on level 6 on the King William Road side of the building and is available for use by staff, students, and the wider community during operating hours. The room includes:

- A Changing station,
- Two seats for feeding,
- Microwave,
- Mini Fridge, and
- Basin.

Please note toilet facilities are available around the corner from the parents room.

Key Amenities:

- Two cafés are located on level 6, one at the King William road side at the northern end of the building (accessible to students), the other at the southern, North Terrace end of the building.
- There are six female and four male toilets for use on level 3 and an accessible toilet.
- Printing and bin facilities can be found on the King William road side at the northern end of the building as well as on the in the middle walkway at the North terrace end of the floor.
- Printing from the City Campus is the same as any other campus, when you select FlindersPrint, you can swipe your access card to retrieve from any printer. You can even print at one campus from your computer, and pick the print up from another campus, ensuring you collect within a 24-hour period.
- An internal stairwell goes from level 1 to level 6. Please note access is also available via the lifts.
- Access to level 7 via an internal stairwell is also available for staff to move between level 6 and 7. Swipe card access is required at the top of these stairs to gain access to level 7.

Orientation Level Seven

Lifts

Stair well from level 1

Utilities i.e., printer/bins

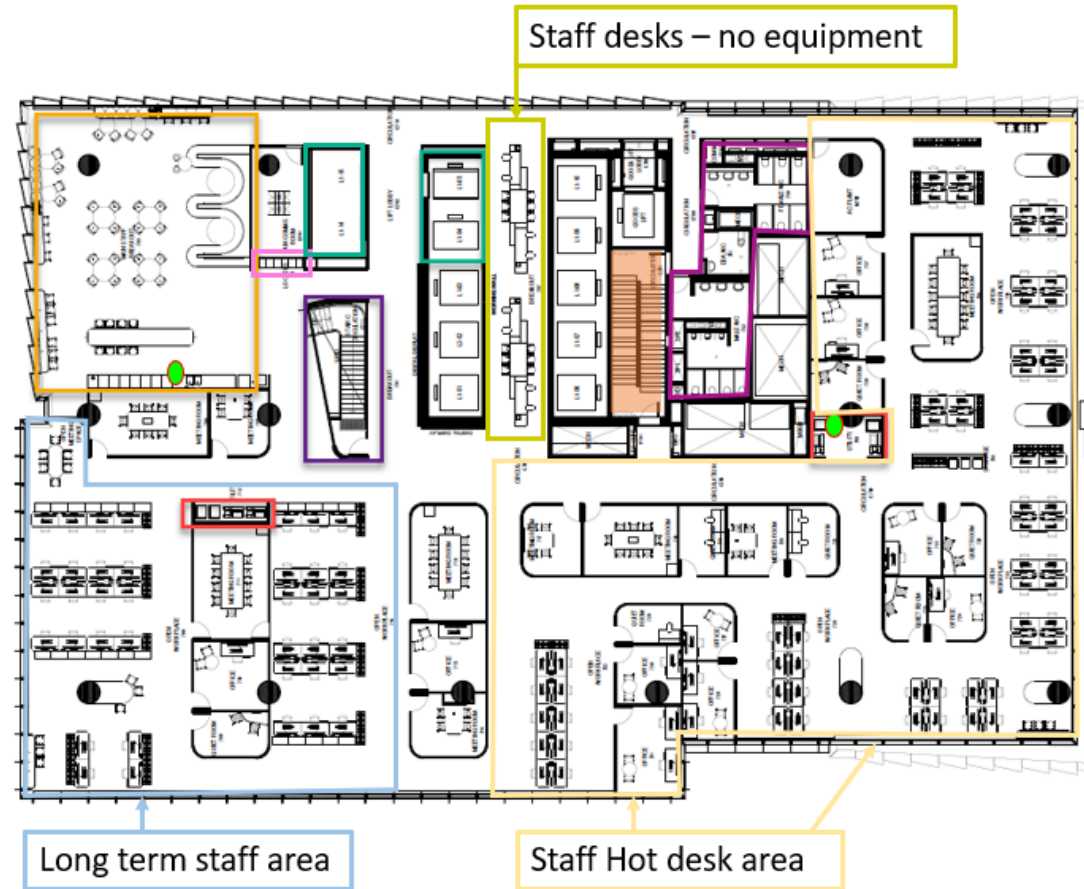
Toilets

Kitchen

First Aid ●

Lockers

Fire stairs



Working at the City Campus:

There may be various scenarios for staff members to be working regularly or on an ad hoc basis at the City Campus such as teaching, providing professional services and support, and attending meetings and events.

When working at the City Campus, the vast majority of staff will be located on Level 7 which is a dedicated staff floor accessible with a Flinders University Staff ID card. Level 7 offers a collaborative workspace that brings together professional and academic staff from across the University. This space is an open-plan workspace containing mostly workstations (desks) and shared spaces including small meeting rooms and shared offices.

Sentiment Statement:

The City Campus Sentiment Statement is more than a vision, at our City Campus we want to foster a vibrant atmosphere of warmth and belonging that radiates positivity inspiring our students, staff, industry, and the community. We want to create a space where curiosity is welcomed, friendships flourish and you can find your Fearless.

The City Campus is a welcoming and safe space for everyone to connect and call home:

- An inclusive and respectful space
- A place to connect and collaborate
- A welcoming environment for all
- A vibrant and engaging atmosphere
- A positive and fun place to be!

Booking a workstation:

The City Campus has bookable spaces and non-bookable spaces. All staff will be able to book one of the many bookable desks on Level 7 (over 100 desks available to book on Level 7).

The bookable spaces will have a docking station with USB-C connectivity and two monitors. While some of our non-bookable spaces will have the same technology, other areas are for laptop use only with no docking station or monitors.

Information on how to book a workstation including training support materials can be found via the dedicated Room Bookings [webpage](#).

Workplace Etiquette:

At the City Campus, majority of workstations (desks) are bookable and are used by multiple staff across the week. Be sure to:

- Respect your colleagues' space and be mindful of their needs too.
- A tidy space is a happy space! Let's keep our workstations clean and inviting for everyone.
- When you are done, give the workstation a quick wipe with the provided sanitised wipes.
- Don't forget your personal treasures and work gadgets when you leave.
- Since it's an open and shared space, it's best not to leave anything valuable or confidential lying around.

Meeting Rooms & Quiet Rooms:

Meeting rooms are for time limited collaborative work, allowing everyone to make the most out of the workspace. We have a few quiet rooms set aside for booking, the rest are perfect for those times when you need a bit of privacy for phone calls or impromptu meetings, whether face-to-face or virtually. Once you have finished using the room, we kindly ask that you leave the space open and neat for the next person to enjoy.

Noise:

We all undertake both collaborative and focussed work in the open plan workspace, please be mindful of your voice volume and those around you. Staff members are encouraged to set their mobile phones to low volume, and if you need to make lengthy calls or have discussions, there are the quiet rooms, or breakout zones you can use. When attending Microsoft Teams meetings, calls, or listening to music or content on your laptop in the open workspace, we would appreciate it if you could use your headset.

Kitchen:

There is a shared staff kitchen facility, it would be great if you could clean up after yourself and take your dishes with you. There are designated eating areas set up for everyone, so feel free to enjoy your meals there. There also is a limited supply of crockery and cutlery, so if you're based at, or regularly working through, the City Campus it might be handy to bring your own.

Key Amenities:

- There is a staff break out space including kitchen located on level 7 at the King William Road side at the northern end of the building.
- There are six female and four male toilets for use on level 3 and an accessible toilet.
- There are a small number of lockers for staff use each day, noting these are only available on a daily basis. The locker access is time controlled via a self-service unique pin. Lockers will automatically open 10 hours after the unique PIN has been entered. Please contact Flinders Security for assistance with lockers.
- Mail will be delivered and collected once per day at level 7. Mail will be available for collection from level 7 in a self-service form.
- Printing and bin facilities can be found on the King William Road side at the northern end of the building as well as on the in the middle walkway at the North terrace end of the floor.
- Access to level 7 via an internal stairwell is also available for staff to move between level 6 and 7. Swipe card access is required at the top of these stairs to gain access to level 7. Please note access is also available via the lifts.

Orientation Level Fourteen

Lifts

Utilities i.e., printer/bins

Toilets

Kitchen

First Aid 

Fire stairs



Room 1426a = Flexible teaching (30 student capacity), Room 1426b = Flexible teaching (30 student capacity). These two rooms can be opened up to make one larger teaching space with a 60-student capacity.

Access to level 14 is through the general entrance of the building.

This floor is dedicated to the Senior Executive Team and for Executive Education. The City Campus is a flagship location for Flinders University. The Executive Education suite on level 14 has been developed for delivery of non-award executive and continuing professional development courses that leverage the North Terrace location to building Flinders' profile with industry and community partners.

Key Amenities:

- There are six female and four male toilets for use on level 3 and an accessible toilet.
- Printing and bin facilities can be found on the West side of the building in the middle of the floor in the breakout area.
- A breakout area is available for those attending sessions which can be found on the western side of the building on the left as you exit the lifts.
- There is an event space which is bookable via fpevents@flinders.edu.au , see the events section of this document, located on the northeastern side of the floor on the King William Road side of the building.

5 Contact

For more information on the City Campus, visit the staff [webpage](#) or email any questions to festivalplaza@flinders.edu.au.