Space Allocation Guidelines

October, 2014

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Responsible Officer | Chief Operating Officer
Approved by | Chief Operating Officer
Approved and commenced | October, 2014
Review by | October, 2017
Relevant Policy or Procedure the Guideline supports | Space Management Policy
Responsible Organisational Unit | Infrastructure Services and Development
Executive Summary

Consistent with Paragraph 3.3 of the Space Management Policy, the Space Allocation Guidelines will serve as the basis for determining space allocations at the University to ensure:

- equity and consistency across campuses and organisational units; and
- that space is managed in accordance with:
  - the University's strategic and operational planning requirements
  - national benchmarks for space utilisation and functionality within the tertiary education sector.

Like the Space Management Policy, these Guidelines apply to:

- all University staff and other persons involved in the conduct of University business and
- all building space owned, leased or occupied by the University.

The Space Allocation Guidelines will be implemented incrementally and will apply to all new builds, refurbishments, relocations and new space requests. Existing space allocations will remain in force until the space is refurbished or there is a demonstrated strategic requirement for relocation or reallocation.

More information

For further information, contact the Space Planning Manager, Infrastructure Services and Development (ISD)

Staff

In allocating new or refurbished space, staff will be allocated space in shared offices, workstations in open-plan work areas or single-occupancy offices, depending on the availability of space, the nature of the space available and the requirements of the activities they undertake in the course of their University duties.

ISD will take into account the specific operational requirements of each organisational unit during the planning phase of all refurbishments, relocations and/or reallocations involving changes to workspaces.

A number of enclosed meeting rooms, determined on the basis of operational need, will be provided for staff accommodated in shared or open-plan work areas.

Subject to the overall availability of space and strategic and operational requirements, space will be allocated as follows:

- full-time academic staff classified at Levels C to E inclusive will normally be allocated a single-occupancy office
- full-time professional staff classified as senior managers will normally be allocated a single-occupancy office.
Single-occupancy offices for staff (either academic or professional) will in general not exceed 12.0m² usable floor area (UFA), but will be supported by access to nearby meeting space.

- full-time academic staff classified at Levels A and B, and postdoctoral staff, will generally be required to share an office provided it is 12.0m² UFA or more. Alternatively, they may be accommodated in a workstation of at least 6.0m² UFA in an open-plan work area.
- full time professional staff who are not classified as senior managers will generally be provided with a workstation of at least 6.0m² UFA in a shared office or open-plan work area.
- part-time professional staff who are classified as senior managers and academic staff classified at Levels C to E who work 0.6 FTE or less may be required, at the discretion of the Organisational Unit, to make their workspace available to cross-campus staff or visitors when their workspace is otherwise unoccupied, should no other suitable space be available.
- part-time professional staff who are not classified as senior managers and academic staff not classified at Levels C to E, and who work 0.6 FTE or less, will be required to share a workstation (in an office or open-plan work area, according to employment classification) with access to secure storage facilities, as circumstances dictate.
- casual staff will be required to share a workstation with access to secure storage facilities, as circumstances dictate.
- university volunteers (including honorary staff) will be accommodated in a shared or open-plan work area where possible.

All staff on extended leave (a period of three months or more) may be required to make their workspace available to cross-campus staff or visitors for the duration of the leave period.

Staff involved in cross-campus work will be allocated a permanent work area on their home campus and may have access to a shared workstation (or “hot desk”) on other campuses as circumstances dictate. Access to these shared spaces will be managed by individual Organisational Units. Staff occupying shared workstations will be provided with access to secure storage facilities.

Staff with a disability will be accommodated in accordance with relevant legislative requirements, codes and standards and in consultation with Human Resources.

Generally, visitors who are not University staff will not be entitled to a single-occupancy office, but will be accommodated in a shared or open-plan work area, or may occupy the office of a staff member on leave. In the case of very senior/distinguished visitors, the Head of Organisational Unit may exercise discretion in respect of the type of work space provided, according to availability within their existing space allocation.

4 Students

Full-time higher degree by research (HDR) students will be provided with a dedicated workstation of approximately 4.0m² UFA in a shared or open-plan work area, where
this is reasonably practicable and the nature of their study requires workstation access.

Part-time HDR students will be required to share a workstation in a shared or open-plan work area with access to secure storage facilities, as circumstances dictate.

Postgraduate coursework students will not be provided with a dedicated workstation however, those engaged in disciplines involving wet laboratory work will be provided with access to shared write-up space, consistent with work health and safety requirements.

All HDR work areas will:

- be supported by access to sufficient huddle rooms and meeting spaces to allow for confidential conversations and teleconferencing when required and
- have access to student amenities, including space for eating and refreshments and social spaces which encourage interaction.

Honours students, both Regular and Professional, may, at the discretion of the relevant Head of Organisational Unit, be provided with access to a shared work area, but will not be provided with a dedicated workstation. Those engaged in disciplines involving wet laboratory work will be provided with access to shared write-up space, usually in an area with hot desks.

Students with a disability will be accommodated in accordance with relevant legislative requirements, codes and standards, in consultation with the Student Centre.

5 External Parties

The University may provide space under formal leasing arrangements to accommodate external parties, taking into account:

- the strategic and operational needs of the University
- the availability of space and
- the benefits that providing the space will provide to the University.

Organisational units wishing to negotiate access to space for external parties and external parties seeking to lease University space must obtain approval from the Executive Director ISD. All arrangements for the occupation of University space must be consistent with the University’s Property Management Policy.
Glossary

<table>
<thead>
<tr>
<th>Term/Acronym</th>
<th>Definition</th>
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<tbody>
<tr>
<td>Asset</td>
<td>Items that have service potential or future economic benefits, which are owned and/or controlled by the University as a result of past transactions or other past events. Major asset classes within the University are:</td>
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<tr>
<td></td>
<td>• land</td>
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<td></td>
<td>• buildings</td>
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<td></td>
<td>• plant and equipment</td>
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<td></td>
<td>• works of art and other cultural/ scientific collections and</td>
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<td></td>
<td>• library collections.</td>
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<tr>
<td>External parties</td>
<td>Non-UTAS entities, including commercial enterprises, government bodies, service-providers, independently-funded research organisations and the like.</td>
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<tr>
<td>Organisational Unit</td>
<td>College, Faculty, School, Centre, University Institute, other University Entity, Division, Section or University Business Enterprise.</td>
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<td>Senior Manager</td>
<td>A professional staff member holding a position classified above HEO 10.</td>
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<tr>
<td>Space</td>
<td>A closed or contained built area in which university business/activities are undertaken and which is managed as an asset.</td>
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<td>Space Allocation</td>
<td>The assignment of space for the execution of university business/activities.</td>
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<td>Useable Floor Area (UFA)</td>
<td>The floor area of a built space measured from the inside face of the walls, excluding common-use areas (such as corridors and ablutions) and non-habitable areas (such as and lifts or stairwells), but including circulation areas within shared (“open-plan”) workspaces.</td>
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<tr>
<td>Workstation</td>
<td>A one-person work space within an open plan work area or shared office, generally containing a desk, chair, computer, telephone, etc. and partially enclosed with screens.</td>
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6 Versioning

<table>
<thead>
<tr>
<th>Former Version</th>
<th>Current Version</th>
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<tbody>
<tr>
<td>Version 1</td>
<td>Space Management Guidelines; approved by Provost, October, 2014</td>
</tr>
<tr>
<td>Version 2</td>
<td>Space Management Guidelines (current document); approved by Responsible Officer (and Vice-Chancellor in conjunction with Space Management Policy), October, 2014. Amended in December 2016 to incorporate Colleges.</td>
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<tr>
<td>Version 3</td>
<td>Space Management Guidelines (current document; approved October 2014, amended in December 2017 to incorporate the change in nomenclature for Commercial Services and Development.</td>
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