Space Allocation Guidelines

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Executive Summary

The Space Management Policy states the key objectives, principles and responsibilities relating to the provision, management and use of space at the University of Tasmania, in particular the need to provide space to meet the accommodation needs of academic and support activities as efficiently and cost-effectively as possible.

The UTAS Master Plan outlines the allocation of space at the strategic level. The Division of Finance and Administration has operational oversight of the allocation of space to specific uses and users in accordance with the provisions of the Space Management Policy.

The Space Allocation Guidelines, used in conjunction with the national TEFMA Allocation and Design Guidelines by Space Type, outline the space provision norms for staff, students and external organisations.

More information

For further information on these guidelines, contact the Division of Finance and Administration.
1 Staff

1.1 Staff will be allocated space in shared work areas or single occupancy offices depending on the availability of space and the requirements of the activities that they undertake.

1.2 Single occupancy spaces will only be provided to staff where their job function requires such space to perform their primary role. These individuals may not be the most senior.

1.3 An appropriate number of small enclosed meeting rooms will be provided, where necessary, for staff who share work areas.

1.4 The TEFMA guidelines indicate appropriate size ranges for single occupancy offices and other spaces and these provide norms that guide UTAS practice, always subject to the overall availability of space and other strategic and operational requirements.

1.5 Part-time staff do not have entitlement to a single occupancy office but will be provided with access to shared workspace and secure storage facilities.

1.6 Staff involved in cross-campus work will be allocated a permanent work area on their home campus and may have access to a shared area or hot desk on other campuses. These shared spaces may be allocated on a first come basis or may be bookable depending on the needs of the individual and the budget centres. Staff occupying shared workspaces will be provided with access to secure storage facilities.

1.7 Space will be provided to staff with disabilities in accordance with relevant legislative requirements, codes and standards, in consultation with the UTAS Support and Equity Unit.

1.8 Voluntary, honorary or emeritus appointees will not be entitled to single occupancy space but may be provided with access to shared space.

1.9 Visitors will not be entitled to dedicated single occupancy space but may occupy the space of staff on leave. If no such space exists they will be provided with access to shared space.

2 Students

2.1 Research higher degree students are entitled to 4m² of space, which will be provided in a shared area.

2.2 Higher degree by coursework students do not have an entitlement to space but those in disciplines involving wet laboratory work must be provided with access to shared write-up space, in compliance with WH&S requirements.

2.3 As far as possible, honours students, including those in disciplines involving in wet laboratory work, will be provided with access to shared write-up space, usually in an area with hot desks.

2.4 Heads of the Budget Centre may provide space for specialised student use depending on space availability, the strategic needs of the University and their preparedness to meet the costs, as determined by the University.
2.5 Space will be provided to students with disabilities in accordance with relevant legislative requirements, codes and standards.

2.6 As far as possible, spaces for students to congregate inside and outside buildings will be furnished appropriately.

3 External Organisations

3.1 The University may provide space to accommodate external organisations, depending on the strategic and operational needs of the University, the availability of space and any benefits to the University and its mission that will accrue from providing the space.

3.2 Budget Centres wishing to provide external organisations with space or external organisations seeking space must seek approval from the Executive Director, Finance, through the Director of AMS.

Glossary

**Space**
The generic definition of a particular closed or contained area, in which activities performed by the University are undertaken which in turn, is managed as a physical asset.

**Space Allocation**
The assignment of space by either position, function or location requirements in accordance with the UTAS Master Plan.

**TEFMA**
Tertiary Education Facilities Management Association.

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