

WORKPLACE SPACE STANDARDS (ADMINISTRATION)

FUNCTION / POSITION (Administration / Professional)	TYPE / STYLE (Office space)	AREA ALLOCATION (square metres of useable floor area)
Senior Executive Administration <ul style="list-style-type: none"> ESMC 4 	Fully enclosed individual office	Up to 24m²
Senior Administration <ul style="list-style-type: none"> ESMC 3 ESMC 2 	Fully enclosed individual office	Up to 12m²
Administration <ul style="list-style-type: none"> HEO1-HEO10 & ESCM 1 Provision@100% of FTE. 	Open-plan workstation or workstation in a shared office environment	10m² Average per person – new and existing open-plan environment. See note *1. (Shared office environment - See note *2) (Base workstation 1800mm x 800mm rectangular)
Administration, Casual/visiting <ul style="list-style-type: none"> Provision@10% of FTE. 	Open plan hot-desk workstation or hot-desk workstation in a shared office	3.5m² Average – new and existing open-plan environment. (Shared office environment - See note *2)
Small meeting space	Dedicated enclosed and/or open plan meeting spaces	Up to 12m² Ratio per person = 2m ² Example: One (1) meeting space (4-6 person or equivalent) per 15 EFT
Medium meeting space	Dedicated enclosed space	Up to 24m² Ratio per person = 2m ² Example: One (1) meeting space (8-12 person or equivalent) per 30 EFT
Large Meeting Space	Dedicated enclosed space	Up to 40m² Ratio per person = 2m ² Example: One (1) meeting space (14-20 Person or equivalent). Per first 60+ EFT (On approval) See note *3
Tea-point/Kitchenette/break-room	Dedicated open or enclosed space	One tea-point (5m² up to 30 EFT). One kitchenette/break-room over 30 EFT (1m ² per person)

Notes:

*1. 10m² per person for office includes primary, secondary and tertiary spaces. Primary space includes amenities, meeting rooms, lift lobbies, secondary space corridors and storage.

*2. Shared office environment allocation: (An existing office space when repurposed without a re-build, is to be shared, when at or above 12m²: (a quantity of 2 full-time or 3 hot-desk workstations in a 12m² office space). An office 12m² to 36m² to be allocated and designed to meet The WorkSafe Compliance Code "Workplace Amenities and Work Environment" Edition, 1 September 2008 (s114 & s115). Above 36m² – the open plan standard applies.

*3. On approval per space planning procedure.