

SPACE PLANNING GUIDELINES

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Space Planning Guidelines

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Related legislation

Building Code of Australia www.abcb.gov.au

Worksafe compliance code Edition-01 Sept 2008 www.worksafe.vic.gov.au

Related Policy and other documents

Latrobe OH&S documentation www.latrobe.edu.au/pc TEFMA www.tefma.com/

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1 Guideline Purpose

To provide a framework for assessing and implementing the allocation of space within University's buildings.

2 Context

La Trobe University has a major investment in the significant amount of floor space within built infrastructure at various campus locations. This built infrastructure forms the second highest annual cost, after salaries. Every square metre needs to be used as effectively and efficiently as possible. To this end, space needs to be coherently and centrally managed to ensure maximum return on the University's investment.

In addition, as approximately half of the carbon emissions from a building over its lifecycle occur during its construction. Maximising the effective and adaptive reuse of space, thereby obviating the need to build new space, is a major contribution towards the University's sustainability objectives.

The important goals of improving our use of space, achieving more flexibility and promoting collegiate work settings will be applied to both future buildings and the refurbishment of existing space. To have a coherent approach to the effective, efficient and sustainable design and use of new and existing space will not only make an improvement for current occupants but will provide an environment better able to meet the requirements of future staff and students.

All building and fit-out projects will be assessed against triple bottom line outcomes; economic, environmental and social. Timely, appropriate and equitable space allocation can assist in all three.

3 Introduction

3.1 Space Costs

Space costs in regard to the construction, operating, maintaining and refurbishing of our space are substantial. It is estimated that the refurbishment costs for office space is in the region of \$1,500 per square metre (not including furniture or mechanical/engineering elements). This can increase to an estimated \$4,000 per square metre for specialist laboratory space. Total project costs for new office space can increase this figure into the region of \$3,000 per square metre and for some specialist laboratory space to \$6,000.

3.2 Ongoing Costs

Ongoing costs for space include continual operating costs during the life of a space/building. The operating costs to maintain a building can account for a significant percentage of the overall cost attributable to that building. Depending on the type of space, these operating costs can be between 60% and 80% of the building's total lifetime cost. This underlines the importance of a co-ordinated approach to space; design, maintenance, refurbishment, allocation and the efficient, effective and sustainable utilisation of University space.

3.3 Space Planning

Space Planning is an integral part of the processes being introduced to support the University's goals set out in a Strategic Plan. It is an important tool in creating a working and social environment for staff and students which is flexible enough to meet ever changing needs. Appropriate space planning promotes the effective and efficient use of space thus maximising its value to the University and occupants. The ability to be flexible in the design and allocation of space assists in creating

a sustainable environment. Furthermore, new initiatives will take into account the need to consider environmental sustainability. The use of new technology, appropriate proprietary products and considered architectural solutions will improve our environmental impact.

Space management is a process to measure, assess and implement improvements to the use of space. Examples:

- Measurements will be taken in the form of Space Audits.
- Improvements will be introduced in the form of the continual development of our Space Guideline Standards and Space Planning and Space Request Process
- Implementation will follow these space guidelines on future capital projects and use the Space Request Process to administer solutions to specific immediate needs. Further, implementation will be made via the continual update of data from departmental representatives. This will enable the Space database to be an accurate record of space. This is necessary to achieve effective future planning.

However, the physical dimension of space, (Gross Internal Area and Net Internal area), is only one part of the picture. The recognition of the need to consider the utilisation of space in time and the effectiveness of the workplace in meeting the needs of the user are also important aspects of providing a flexible, effective and efficient environment.

3.4 Refurbishment

Refurbishment of all our Space to fall in line with the La Trobe University Space Guidelines in the near term is not financially viable. Some existing space will remain 'as is' until it is possible to refurbish or replace it.

4 Principles

These Guidelines are designed to promote sustainability and flexibility and to meet the following goals:

- Promotion of a collegiate office environment that recognises the importance of communication and teamwork in contemporary work settings.
- Answer a demonstrated need. (Ensure that allocations are done on the bases of fulfilling the needs of the university).
- Improve efficiency (including productivity and sustainability).
- Add flexibility (for present and future needs).

The Standards are not absolute and sometimes deviations may be necessary to achieve particular functions and objectives. Deviations will be examined on the merits of each case, with reference to the principles incorporated in these space guidelines.

In implementing these Standards, it is important to achieve two key goals:

- The facility must be the correct size for its intended function.
- Space must be allocated to help ensure that forecast growth and change are possible in a planned and consistent way.

Any new building proposal, refurbishment proposal or proposal to reallocate space will need to be supported by a business case to show why the space is needed. It must demonstrate the validity of the overall proposal and how it aligns with the University Strategic Plan and provides a return to the University to justify the investment.

5 General Guidelines

1. All space not allocated to individuals or for special purposes may be booked by any unit of the University, regardless of location. This includes teaching space, training and meeting rooms.
2. Office accommodation is provided for staff to facilitate the achievement of staff work tasks. It is not intended that office space be used to recognise status or worth.
3. The University wishes to minimise the total amount of space consistent with the provision of a good standard productive working environment, benchmarked against community standards, and adequate to the task to be undertaken. If a business case can be made and sustained for space allocation differing from this Standard, then it will be considered on its merits.
4. No provision will be made for staff on leave over six months. To ensure effective utilisation, all workstations/cellular offices, during periods of leave of two months or greater (up to six months), may be

temporarily reassigned as required. One such temporary use may be visiting academics noting that there shall generally be no accommodation dedicated solely for visiting academics. No later than one month before the staff member's anticipated return, their manager or supervisor must give due consideration to their accommodation.

5. HDR and post-doctoral fellows shall be provided with accommodation suited to their tasks and consistent with available resources. Postgraduate coursework and honours students may be provided with accommodation if this is required and if resources allow. Undergraduate students will not be provided with dedicated accommodation except in special circumstances.
6. All teaching, learning, meeting, seminar, retail and general public spaces shall be controlled and managed centrally to ensure effective utilisation.
7. Full time academic staff will normally be provided with a cellular office, but a group of academic staff may be asked or elect to work in open plan with the agreement of their Faculty. All new and refurbished office areas shall be designed to ensure a fair and equitable share of natural light for occupants.
8. Part time academic staff between 0.5 and 0.8 of full time hours may be required to share an office or a workstation as appropriate to their working hours and task and may be required to hot desk.
9. Part time academic staff below 0.5 full time hours will be provided with access to shared office facilities as appropriate to their working hours and task and will be required to hot desk.
10. Casual academic staff may have access to a hot desk or other desk arrangements if required and appropriate to their work.
11. Honorary, emeritus academic staff and other adjunct staff will not normally be provided with an office unless they carry out work of significant and assessable value to the University, but may be provided with access to a hot desk if required and appropriate.
12. Full time general staff will normally work in open plan workstations.
13. Huddle rooms (un-booked small meeting rooms of approximately 6 to 8 sq m UFA) may be allocated to all open plan areas with workstation accommodation for 12 staff or more should the work task require this. Huddle rooms may also be allocated where staff members in open plan areas are engaged in frequent teleconferencing, or where there is a frequent need to have confidential discussions with staff, consultants or suppliers.
14. Part time general staff will generally be required to hot desk.
15. Senior general staff of HEW 10 and above may be provided with an office if this is appropriate to their task and a need is demonstrated. Staff below HEW 10 will generally not be provided with an office unless a need is demonstrated. Confidentiality of conversations or material will be taken into consideration but may be able to be addressed through means other than individual cellular offices.
16. HDR students and post-doctoral research staff will normally have access to an open plan workstation designed to help achieve their needs within a faculty's space portfolio. This may necessitate the need to provide a workstation of a smaller footprint than assigned in a standard open office situation.

6 Shared Facilities

1. Adequate meeting room facilities shall be provided for all staff, based on demonstrated need.
2. Access to kitchenettes will be provided for groups of staff and post graduate students as appropriate. Different functional groups may be required to share kitchenettes. Normally, there will be one kitchenette for 50 people, but this may vary with circumstances. Each kitchenette shall be provided with; drinking water, a sink, boiling water unit and a fridge. The provision of a dishwasher and chilled water is desirable where space and budget allow. The provision of microwaves or any other cooking equipment including toasters and toaster ovens will only be permitted in suitable spaces where dedicated exhaust ventilation is provided. Kettles are prohibited in La Trobe office space.
3. The University wishes to encourage productive interaction between staff members. Lunch-rooms, common rooms or similar passive recreation spaces may be provided for academic and general staff in certain circumstances to achieve agreed University objectives. HDR students will generally have access to Academic

common rooms by agreement of the Faculty, but in certain circumstances may be provided with passive recreation spaces if this aligns with agreed University objectives.

4. Toilets will generally be provided in accordance with the Building Code Australia (BCA), averaged across buildings in each precinct of the campus. Access Toilets shall be provided in accordance with the goals in the University Disability Action Plan.
5. Generally, a shared 'Resource' space will be provided to help individual staff complete tasks requiring facilities such as; photocopying and small documentation collation.

7 Office Space

These Space guidelines are designed to ensure a cross campus co-ordinated approach to interior space allocation and design. A standardised approach can help initiate effective forward planning with regard to space and budget allocation. Equally important these standards must be interpreted and applied in the context of the University's desire that the new work environments promote communication and teamwork.

One element of the Space Guideline Standards is furniture. A standard workstation will have a standard footprint and price. However, to allow for functional flexibility, furniture standards which have common elements can be used for more than one function. Therefore, components can be re-used and relocated to multiple areas. If this furniture is easy to relocate, expenditure can be saved on move management and reduce 'down-time' for the client. This obtains maximum value from the space and product.

7.1 Office Space Standards

1. Open plan workstations in new work will have a nominal area of 6.0 sq m UFA. This nominal space allocation will include tertiary circulation space around individual workstations, but it will exclude secondary and primary circulation. Workstations shall be provided with; 2 double GPO's and one double RJ 45 outlet.
2. Cellular offices in new work will have a nominal area of 12.0 sq m UFA, except designated staff who show a specific need to deviate from the standard. It is the intention of the University to move to a 'one size for all' model for cellular offices. Cellular offices shall be provided with; 2 double GPO's and two double RJ 45 outlets, one pair on each side of the office.
3. In future works, offices historically above 12sqm are to be assigned to more than one workstation or reconfigured to meet the new standard, where appropriate.
4. Staff will be provided with only one workstation or office. Staff with dual responsibilities will be required to work from one location only and to share space at their alternative location.
5. Creative office configurations for both open plan and Cellular offices will be encouraged. Provided the goal is to introduce flexible layouts which provide an improved working environment following the La Trobe University Space Guideline standards.
6. Open plan office spaces should generally have direct access to views and windows. Cellular offices for academics may be provided with opening windows. The University intends to provide a mixed-mode ventilation system to cellular offices for academics where practicable. This will require access to windows or ventilation voids. Open plan office areas will generally be of a mixed-mode / natural ventilation system. Cellular offices for administrative staff may be internal with glazed partitions adjacent to open plan office areas consistent with the ventilation provisions in the building.
7. Proprietary and bespoke furniture shall be designed to be functional, flexible and comfortable and chairs shall be selected principally on their demonstrated ergonomic performance. Sustainable re-use of furniture will be pursued where appropriate. OHSS considerations will be taken into account when undertaking furniture selection.
8. Disabilities. Space requests requiring consideration to help facilitate the core job function of a staff member may necessitate a divergence from the Space standards. Such requests will be addressed in accordance with the University Disability Action Plan.
9. Allocated space will be provided to a reasonable level of amenity consistent with standards at comparable universities.

10. The move management of individuals within a department between unaltered workstations can be arranged by a department. Space Management is to be made aware of significant changes to space allocation. Significant changes affect the layout of space (furniture) and the allocation of space altering the boundaries of a designated area. Particularly the potential allocation of space to a different cost centre.
11. Standard furniture / office layouts are being developed to appear in a separate document.

8 Implementation

- The Executive Director, Infrastructure and Operations has ultimate responsibility for allocation of University space in accordance with these Standards.
- The Office of the Executive Director, Infrastructure and Operations will normally allocate space through the Facilities Management Division in accordance with University Standards and Procedures, including this document.
- Facilities Management Division, in consultation with University stakeholders, will undertake a continuous review of space utilisation and, will manage space to maximize benefit to the University in accordance with these standards. This may involve existing space being reallocated to different functions as authorised by the Office of the Executive Director, Infrastructure and Operations.
- Provision of new space or facilities or alterations to existing space and facilities outside these guidelines must be authorised by the Office of the Executive Director, Infrastructure and Operations following consideration of a business case.
- Urgent reallocations of small areas of space (on a daily operational basis) can be made with the agreement of Facilities Management without a business case in accordance with the guidance provided within this document by the Office of the Executive Director, Infrastructure and Operations. In such a situation, a departmental 'Space-representative' is to be assigned by a department to inform Space Management, Facilities Management, of any plans by the department affecting The University space database.
- The Office of the Executive Director, Infrastructure and Operations will not reallocate or change space allocations without consulting with stakeholders.
- Any change to current space allocations is contingent upon allocation of an appropriate budget. The budget may be derived from allocated expenditure within the Capital Plan or funded by the cost centre manager with approval of Planning and Resources Committee.
- In instances where space allocation issues are unable to be resolved by the appropriate cost centre manager, these matters will be referred to the Executive Director, Infrastructure and Operations for decision.

9 Definitions

Space Guideline Standards; A set of criteria to be followed when designing new and altering existing space.

Space Audits; Data gathering exercises in the form of physical space audits and the utilisation of space reviews. These will be ongoing at defined intervals and administered by Buildings and Grounds.

Space Request Process; A set of steps followed to achieve a solution to a client driven Request for Space alteration. These projects as administered by Buildings and Grounds.

Space Database; Information stored on the Building and Grounds AutoCAD drawings and in ArchiBUS database. It includes information on; space occupancy, area, condition and utilisation.

Workstation; An office environment working space. Usually to include; one desk, one task chair, one lockable pedestal storage unit. Usually in a shared environment. The area allocated is to compliment job function and within space allocation guidelines and physical space restrictions.

Office; A dedicated office working environment for one or more people to share. The allocation of which is dependent on job function. A single occupancy office is usually for staff at Level 10 and above. Offices are to house one or more

'Workstations' and accompanying storage.

Laboratory; Space to meet a research function. Usually requiring the need to house specialist equipment and allow for teaching.

Non-teaching areas; all space not used for classroom teaching.

HDR students; Post Graduate student (Research).

Designated staff members are; the Senior Executive, Deans and Heads of School.

OHSS; Occupational Health and Safety Section

For the purpose of this guideline, the following definitions apply;

Commercial space; Commercial/retail and other rented space.

Common space; Kitchen, meeting, sport facilities, Until\build, Library general\student areas.

General; All stores, Circulation, Common amenities, exhibition and general open study corrals.

Office; Admin services, office – general, Research office, Teaching support (office) Library Admin (office).

Other; Not used, under refurbishment.

Laboratories; Wet and Dry Labs, teaching labs, lab services.

Residential; Accommodation.

Services; Services/building.

Teaching; Flat floors, shared teaching.

Workplace Thermal Comfort; As defined in the latest version of The Latrobe University Workplace Thermal Comfort Guideline. (The following is a summary of terms):

- “Air-conditioning, heating and ventilation means a mechanical system or item of equipment that treats air in buildings...”
- “Mixed mode air conditioning refers to the complementary use of mechanical cooling or natural ventilation...”
- “Natural ventilation means the use of windows, ventilators and shafts to supply and remove air using (the) natural forces...”