

Space Planning Policy

Section 1 - Background and Purpose

- (1) To provide the La Trobe University (LTU) management and staff with the principles and requirements for the management of space planning.
- (2) Describes the La Trobe University Space Planning Procedure to enable space to be planned and allocated to support service delivery.
- (3) All spaces in the University must be planned to support the needs of the users and the goals of the University.
- (4) University space shall be planned utilising Workplace Space Standards.
- (5) Allocation of University space does not imply ownership.
- (6) The Infrastructure and Operations Group are solely responsible for the planning and allocation of space.

Section 2 - Scope

- (7) Applies to:
 - a. All campuses
 - b. All buildings
 - c. All colleges and division staff delegates
 - d. Research services staff
 - e. All leased and licenced premises

Section 3 - Policy Statement

- (8) Space is a valuable and limited resource which needs to be planned and allocated effectively, to support service delivery. Space will be allocated by applying the current Workplace Space Standards.
- (9) The Infrastructure and Operations Group (I&O) are responsible to plan and allocate space to achieve; well planned, sustainable, equitable, efficient and effective space utilisation.
- (10) All LTU space is shared space. Allocation is not Ownership. Space is provided for staff to facilitate the achievement of work tasks. It is not intended that space be used to recognise status or worth.
- (11) All space allocated to and occupied by academic and administrative departments/ divisions will be paid for through a space charge levied on operating budgets. The space allocation used to determine the charge is the responsibility of I&O.
- (12) Space allocated to and/or occupied by parties external to, but associated with LTU will pay for the space through a commercial lease or licence, or in accordance with the Commercially Lettable Space Report approved by PRC (July

2011).

(13) Academic and administrative departments/divisions within their operational responsibilities are required to monitor the drivers of space change. Such as, changes in service delivery, growth, reduction or increase in staff numbers and re-classification of staff. I&O are to be notified of this information as soon as this is known.

(14) A request for space to accommodate a new position (or person) needs to be confirmed with official documentation for the creation of the position (or person). Reclassification of a position for an existing staff member can initiate a request for space.

(15) Space Requests which are contrary to the Workplace Space Standards needs to be supported by a College Pro Vice-Chancellor or Executive Director and approved by Executive Director, Infrastructure and Operations (ED, I&O).

(16) Workplace Space Standards are based on functional needs and work practice. Furniture is to be fit for purpose and comply with the parameters of the space standards. Furniture procurement is administered by the Strategic Sourcing and Procurement section of Finance via separate procurement policy and procedure documents.

(17) No Space will be allocated for staff on leave over six months. To ensure effective utilisation, all workstations and offices, during periods of leave of two months or greater, can be temporarily reassigned as required.

(18) Post Graduate student/HDR and post-doctoral fellows shall be provided with space suited to their tasks and consistent with available resources. Post Graduate coursework and honours students may be provided with space if this is required and if resources allow. Undergraduate students will not be provided with dedicated space except in special circumstances. Undergraduate quiet study stations are provided in the Library.

(19) All teaching, learning, meeting, seminar, spaces shall be controlled and managed centrally to ensure effective utilisation.

(20) Part time academic staff between 0.5 and 0.8 of full time hours will be required to share an office or a workstation as appropriate to their working hours and tasks and may be required to utilise a hot-desk workstation and shared office facilities.

(21) Part time academic staff below 0.5 full time hours will be provided with access to shared facilities as appropriate to their working hours and task and will be required to utilise a hot-desk workstation and shared office facilities.

(22) Casual academic staff may have access to a hot-desk workstation or other shared desk arrangements if required and appropriate to their work. Honorary and Emeritus staff will be provided space in accordance with the [Emeritus, Adjunct and Honorary Staff Space Allocation Policy](#).

(23) Full time General and College Administrative staff will normally work in a shared office / open plan workstation space. Part time general staff will generally be required to utilise a hot-desk workstation and shared office facilities.

(24) Space requests requiring consideration to help facilitate the core job function of a staff member with a disability may necessitate a divergence from the Space standards. Such requests will be addressed in accordance with the University Disability Action Plan.

(25) The relocation of people between all spaces is to be co-ordinated with I&O Space Planning.

(26) The repurposing and re-allocation of all space within the general allocation of a College or Administration Division is to be co-ordinated with I&O Space Planning.

(27) One work space only is allocated to each individual. When a staff member is working at a campus other than their main working location; they will be required to use a hot-desk, casual desk provision.

Section 4 - Procedure

Part A - How Space is to be Requested

(28) Space is to be requested via the web based space request form:
<http://www.latrobe.edu.au/io/forms/space-request>

Part B - Role of the Requesters of Space

(29) I&O will receive requests for space from the University community, as well as those generated internally as a result of approved projects, including feasibility exercises within I&O.

(30) Space can be requested by a Departmental Representative with authority, such as the College General Manager or Head of a Division (or their representative).

(31) When staff are to be relocated or additional positions created and/or staff are to be employed, I&O Space Planning are to be informed as soon as the position is created, with official documentation.

(32) Space can be requested if the existing allocation does not meet operational needs.

(33) The additional space need is required to be in line with University goals.

(34) The space charging and physical alteration cost implication of a space request to the requester is to be considered by the requester prior to making the request.

(35) The area to which space is requested or allocated is required to ensure space is well utilised.

(36) It is the responsibility of the requester to inform I&O when space is not well utilised, vacated or no longer needed.

(37) Maintain a safe working environment.

(38) Periodically purge obsolete items and archive files and items not required to be stored or held in the working environment.

Part C - Role of Infrastructure and Operations

(39) Space is to be managed in a co-operative and transparent manner. Space Planning is managed by a space request process.

(40) Space planning will be undertaken to inform (but not restricted to):

- a. Business case preparations.
- b. Master planning exercises.
- c. Reviews of existing space needs.
- d. New construction planning preparation.
- e. Space/people churn and relocation exercises.
- f. Space planning will include (but not be restricted to):
 - i. Audits (observation, questionnaire, walk-through, specific).
 - ii. Proposed block and detail drawing exercises.
 - iii. Advise projects and planning exercises within I&O and other University bodies.
 - iv. Theoretical utilisation and planning studies.

Part D - Type of Functions to be Accommodated

(41) Office space will be allocated to accommodate office based activities, including but not limited to: collaboration, focused-tasks, presentations, meetings, personal & current work-file storage management, resource room/space (printer/layout space), everyday social interaction, training, events.

Part E - Space Standards

(42) A separate document, Workplace Space Standards will be continually updated. This document will rigorously apply to all space planning exercises. Unless otherwise approved by Executive Director, Infrastructure and Operations.

Part F - Furniture and Layouts

(43) The Workplace Space Standards hold typical layouts which are recommendations for the square metre and furniture allowance. All furniture is to be of a proprietary desk-based system allowing for flexibility. A separate furniture specification will be used to govern the provision of furniture.

Part G - Meeting Spaces/Break Rooms

(44) Meeting spaces are to be provided in accordance with the current Workplace Space Standards. All meeting space (medium and large) are to be bookable and available for use by all University staff. Large meeting spaces and break room size deviations are to follow the same procedure as a special provision, (see Part J, Special provisions).

Part H - Thermal Comfort

(45) Comfort conditions will be provided in accordance with the [Workplace Thermal Comfort Guidelines](#). Space will be planned and allocated to improve cross-ventilation and air-flow, where possible.

Part I - Reception Spaces

(46) Reception space within the University is to be a functional space to enable deliveries, arrival point for people and have adjacent or close-by meeting spaces.

Part J - Special Provisions

(47) The Workplace Space Standards are to be followed. If a special functional requirement is to be reviewed, contrary to our space standards, this request needs to be supported by a College Pro Vice-Chancellor or Executive Director. The request will be reviewed in Planning and Development (I&O) via a standard procedure. The final decision for the provision of space contrary to the Workplace Space Standards will be with the ED, I&O. Any appeal to the decision by ED, I&O, is to be with the Vice-President (Administration).

Part K - Emeritus/Honorary

(48) Emeritus and honorary space allocation is covered in the [Emeritus, Adjunct and Honorary Staff Space Allocation Policy](#).

Part L - Focused Task Space

(49) Provision shall be made for people to work in a space enabling focused activity for the period required. This can be a bookable meeting room utilised for a short time (hours). The design of a workstation in a shared space will enable focused work. The open plan etiquette guidelines are to be utilised to enable the space to be a place where focused

and collaborative tasks can be achieved. (Refer to the 'open plan etiquette guidelines).

Part M - Approvals

(50) Before a space is built or allocated within approval is to be provided by I&O Space Planning.

Part N - Space Charging

(51) I&O is responsible for the management and accuracy of the space allocation data passed to Finance to inform their Annual Space charging & budget process.

(52) The database is continually updated. The accuracy of the data is verified annually by I&O via a consultation process with the stakeholders and physical audits.

(53) Stakeholders are responsible for providing timely and accurate space allocation data.

(54) The space allocation information is provided to Finance at the end of July to inform their budget preparations for the following year.

(55) Timetabling has a responsibility to forward utilisation rates of centrally managed areas direct to Finance as a component of the Finance space charging process.

Section 5 - Definitions

(56) For the purpose of this Policy and Procedure:

- a. Office space: A working environment for one or more people to share. The allocation of which is dependent on function and dictated by the Workplace Space Standards. Office spaces are to house one or more 'Workstations' and accompanying storage. This includes all Usable Floor Area (UFA) space allocated to office related functions, such as:
 - i. Office, (open or enclosed space allocated to one or more person).
 - ii. Meeting, (open or enclosed space allowing 2 or more people to meet and communicate).
 - iii. Tea point, (location enabling hot drinks to be prepared).
 - iv. Break-room, (location acting as a break from the office space, could house a kitchenette).
- b. OHS: Occupational Health and Safety.
- c. PG or HDR students: Higher level Post Graduate student (Research).
- d. Space: A working environment for one or more people to share. The allocation of which is dependent on function and dictated by the Workplace Space Standards. Office spaces are to house one or more 'Workstations' and accompanying storage. This includes all UFA space allocated to office related functions, such as:
 - i. Office, (open or enclosed space allocated to one or more person).
 - ii. Meeting, (open or enclosed space allowing 2 or more people to meet and communicate).
 - iii. Tea point, (location enabling hot drinks to be prepared).
 - iv. Break-room, (location acting as a break from the office space, could house a kitchenette).
 - v. Workstation; An office environment work space. Usually including; one desk, one task chair, one lockable pedestal storage unit. The area allocated is dictated by the Workplace Space Standards and on-site physical space conditions.
 - vi. Hot-desk workstation is unassigned and for use by anyone.
- e. Workplace Space Standards: The University approved space standards used to allocate space, in accordance with the Space Planning Procedure. PG or HDR students; Post Graduate or Higher Degree by Research Post

Graduate student.

- f. Workstation: An office environment work space. Usually including; one desk, one task chair, one lockable pedestal storage unit. The area allocated is dictated by the Workplace Space Standards and on-site physical space conditions. A Hot-desk workstation is unassigned and for use by anyone.
- g. Workplace Thermal Comfort: as defined in the latest version of The La Trobe University [Workplace Thermal Comfort Guidelines](#). The following is a summary of terms:
 - i. "Air-conditioning, heating and ventilation means a mechanical system or item of equipment that treats air in buildings..."
 - ii. "Mixed mode air conditioning refers to the complementary use of mechanical cooling or natural ventilation..."
 - iii. "Natural ventilation means the use of windows, ventilators and shafts to supply and remove air using (the) natural forces..."

Section 6 - Stakeholders

Responsibility for implementation – Executive Director, Infrastructure and Operations Group.

Responsibility for monitoring implementation and compliance – Director, Planning and Development, Infrastructure and Operations Group.

Status and Details

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