

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) All spaces in the University must be planned to support the needs of the users and the goals of the University.
- (3) University space shall be planned utilising [Space Planning Guidelines](#), [Workplace Space Standards \(Administration\)](#), Teaching and Learning Spaces Policy and [La Trobe University Design Standards](#).
- (4) Allocation of University space does not imply ownership.
- (5) The Infrastructure and Operations Division is solely responsible for the planning and allocation of space.

Section 2 - Scope

- (6) 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

- (7) 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:
 - a. [La Trobe University Design Standards](#) - to provide construction and installation detail
 - b. [Workplace Space Standards \(Administration\)](#) - to define the Administration office space allocation
 - c. Teaching and Learning Spaces Policy - to provide the framework to guide the development and management of teaching and learning spaces in the University.
 - d. [Space Planning Guidelines](#) - to provide a framework for assessing and implementing the allocation of space.
- (8) The Space Planning section of the Infrastructure and Operations Division (I&O Space Planning) is responsible to plan and allocate space to achieve; well planned, sustainable, equitable, efficient and effective space utilisation.
- (9) 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.
- (10) Space allocated to and/or occupied by parties external to, but associated with LTU will pay for the space through

a commercial lease/licence, in accordance with the “Commercially Lettable Space Report approved by PRC (July 2011)” or other non-financial beneficial arrangement

(11) 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 Space Planning are to be notified of this information as soon as this is known.

(12) 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).

(13) Any requests which are contrary to the LTU Design Standards, Workplace Space Standards (Administration), Teaching and Learning Spaces Policy or [Space Planning Guidelines](#) need to be supported by a College Provost or Executive Director and approved by Executive Director, Infrastructure and Operations (ED, I&O).

(14) Workplace Standards are based on functional needs and work practices and are in line with the LTU Design Standards.

(15) To ensure effective utilisation, no space will be allocated for staff on leave over six months. Workstations and offices can be temporarily reassigned, as required, during periods of leave of two months or greater.

(16) Post Graduate/Higher Degree by Research candidates 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. Quiet study stations are provided for undergraduate students in the Library and informal learning spaces.

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

(18) Part time 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.

(19) Part time 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.

(20) Casual 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.

(21) Full time professional and administrative staff will normally work in a shared office/open plan workstation space. Part time staff will generally be required to utilise a hot-desk workstation and shared office facilities. In some contemporary workplaces dedicated workstations are not provided. In those circumstances staff are required to utilise any available workstation.

(22) Space requests requiring consideration to help facilitate the core job function of a staff member with a disability may necessitate a divergence from the standards. Such requests will be addressed in accordance with the University [Disability Action Plan](#) and with the approval of the Executive Director, Infrastructure and Operations.

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

(24) One primary work space only is allocated to each individual. When a staff member is working at a location other

than their primary location; they will be required to use a hot-desk or temporary use of a shared workstation.

Section 4 - Procedures

Part A - Control Documents

(25) The separate documents - [Space Planning Guidelines](#), [Workplace Space Standards \(Administration\)](#), Teaching and Learning Spaces Policy and [La Trobe University Design Standards](#) will be continually updated. These documents will rigorously apply to all space planning exercises unless otherwise approved by Executive Director, Infrastructure and Operations.

Part B - How Space is to be Requested

(26) All space requests need to be lodged through the [Project Work Request](#) (intranet). For further details see the Submit a [Submit a Space Request \(Promapp\)](#).

Part C - Notes for and the Role of the Requesters of Space

(27) The request for space does not imply additional space will be allocated or existing space altered. Space can only be requested with the authority of the College General Manager or Head of a Division. See the following table:

Request Area	Sponsor
Academic Arts, Social Science and Commerce - ASSC Science Health and Engineering - SHE	College General Manager College General Manager
Departments of the Deputy Vice-Chancellor (Education)	Deputy Vice-Chancellor (Education)
Departments of the Chief of Staff	Chief of Staff
Administration Finance HR I&O IS Marketing & Recruitment Planning & Governance Student Services & Child Care Centre Head of Campus Administration Office	Chief Finance and Operations Officer Executive Director Executive Director Executive Director Chief Marketing Officer Executive Director Executive Director and Deputy Director Head of Campus or College General Manager
Research Office Graduate Research School	Executive Director, Research Office Pro Vice-Chancellor (Graduate and Global Research)
Library	Executive Director, Library and University Librarian
Sport	Pro Vice-Chancellor (Research Development)
Art Institute	Director, La Trobe Art Institute

(28) 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. This needs to be confirmed with official documentation.

(29) Additional space or space reconfiguration requests can be placed if the existing space allocation does not meet operational needs. The space request and need will be assessed by I&O Space Planning.

(30) The request for additional space and/or alterations of space must be in line with University department and school strategies.

(31) It is the responsibility of the requester to inform I&O when space is not fit-for-purpose, under-utilised, vacated or no longer needed.

(32) To help maintain efficient and effective space utilisation, it is expected that spaces are kept tidy.

Part D - Role of Infrastructure and Operations

(33) Space is to be managed and planned in a co-operative and transparent manner following the [Space Planning Guidelines](#).

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

- a. Business case preparations
- b. Space Master Plan and Campus Master planning exercises
- c. Reviews of existing and potential space needs
- d. New construction space planning preparations
- e. Space/people churn and relocation exercises
- f. Space planning includes (but is not be restricted to):
 - i. Audits (observations, questionnaires, walk-through and specific reviews)
 - ii. Proposed block, test-fit and detail drawing exercises
 - iii. Project and planning exercises within I&O and other University bodies
 - iv. Theoretical utilisation and Scenario planning studies
- g. Reporting on utilisation to TEFMA (Tertiary Education Facilities Management Association)

(35) Space Planning is not responsible for Timetabling, Room-bookings or Events-bookings; the Archibus database is used to inform Timetabling, Room-bookings and Events-bookings.

Part E - Type of Functions to be Accommodated

(36) 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 and events.

(37) Teaching spaces will be allocated to accommodate teaching requirements and according to the Teaching and Learning Spaces Policy.

(38) Meeting spaces are to be provided in accordance with current [Space Planning Guidelines](#) and [LTU Design 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 the [Determine Deviation Requirement](#) procedure, (see Part F).

(39) 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.

(40) 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).

Part F - Deviation Request

(41) Space Planning policies, standards and guidelines are to be adhered to. If a special functional requirement is to be reviewed, contrary to the Space Planning policies, standards and guidelines, this request needs to follow the

[Determine Deviation Requirement](#) process.

Part G - Emeritus/Honorary

(42) Emeritus and honorary space allocation is covered in the Emeritus, Adjunct and Honorary Staff Space Allocation Policy.

Part H - Approvals

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

Part I - Space Accuracy

(44) Infrastructure and Operations (I&O) is responsible for the management and accuracy of the space allocation data.

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

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

Section 5 - Definitions

(47) Nil.

Status and Details

Status	Current
Effective Date	30th November 2018
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Unit Head	
Author	
Enquiries Contact	Infrastructure and Operations