

Space Allocation and Use Policy

Section 1 - Key Information

Policy Type and Approval Body	Administrative - Vice-Chancellor
Accountable Executive - Policy	Chief Operating Officer
Responsible Manager - Policy	Executive Director, Asset Transformation
Review Date	26 February 2028

Section 2 - Purpose

(1) The purpose of this Policy is to provide a framework for the planning, development, and management of all University spaces, including teaching and learning spaces, to support the needs of users and the goals of the University, in accordance with all applicable legislation and standards.

Section 3 - Scope

(2) This Policy applies to:

- a. all staff and individuals directly engaged by the University to provide services (including volunteers, contractors, official visitors and office holders;
- b. all students, short course participants and residents of student accommodation (hereafter referred to as students);
- c. all sites and campuses controlled or managed by La Trobe University, including indoor and outdoor spaces, all space types and all leased and licensed premises.

Section 4 - Key Decisions

Key Decisions	Role
Approve the allocation of space	Asset Transformation
Approve the allocation of space on regional campuses	Pro Vice-Chancellor (Regional)
Endorse space requests	Senior Leadership Group (refer to Appendix A)
Sponsor space requests	Senior Executive Member (refer to Appendix A)

Section 5 - Policy Statement

(3) La Trobe University is committed to ensuring that:

- a. work, learning and teaching environments support a range of activities;
- b. work, learning and teaching environments are safe, inclusive, flexible, equitable, and support a sense of community;
- c. spaces are planned and allocated in alignment with:
 - i. the La Trobe University [Design Standards](#) and Space Allocation Principles;
 - ii. La Trobe's [Disability Policy](#), [Equity, Diversity and Inclusion \(Staff\) Policy](#), and the [Disability Discrimination Act 1992](#);
 - iii. the [La Trobe Indigenous Strategy](#).
- d. collegiate work settings are promoted;
- e. learning environments, whether physical, virtual or blended, support academic interactions among students outside of formal teaching environments.

(4) New capital projects must improve space optimisation in line with the University's current Strategic Plan or increase profitability for the University or meet demand due to increases in student or staff need.

Learning Environments

(5) The design of all University spaces where the primary or secondary functions are to accommodate teaching and learning activities is informed by academic staff input.

(6) All University campuses and sites provide a range of formal and informal teaching and learning spaces, to suit a variety of teaching and learning approaches.

(7) Learning and teaching spaces must, where practicable:

- a. be contemporary and fit for purpose in design, foster student-centred learning activities and promote student and staff engagement;
- b. accommodate formal and informal teaching and learning approaches that include, but are not limited to, didactic, collaborative, individual, social, and virtual approaches;
- c. include breakout spaces in close proximity to teaching spaces;
- d. maximise the range of potential uses, including uses beyond teaching and learning, and be as flexible as possible in configuration;
- e. cater for all University group sizes, with adequate space per student in relation to pedagogical requirements;
- f. provide consistency in the quality and standards of facilities available to students across all schools and campuses;
- g. provide comfortable, ergonomically designed furniture suitable for required uses;
- h. provide consistent, appropriate, cost-effective technology;
- i. be designed to minimise the University's ecological footprint within requirements of users;
- j. be readily accessible by all staff and students at a wide range of times;
- k. be timetabled to suit pedagogical requirements.

(8) The University will provide suitable private and group study spaces for students that provide options for quiet study with secure access to study spaces available after hours on each campus where practicable. The University will monitor demand during major teaching periods and annually review suitability and availability of these spaces to

ensure they support student learning needs.

(9) The University takes all reasonable steps to future-proof teaching and learning spaces by maximising the ability to re-purpose spaces for future uses.

(10) The University undertakes audits of teaching and learning spaces and student spaces prior to all major teaching periods to ensure they are in good working order and fit for purpose. Where a third party teaches a La Trobe course, the University ensures that third-party teaching and learning environments adhere to the [La Trobe Design Standards](#).

Staff and Student Workplaces

(11) The University applies the following principles in the design and allocation of staff and student workplaces. Workplaces are:

- a. designed to best utilise space;
- b. designed to maximise opportunities for flexible use;
- c. designed to maximise floor plate capacity, efficiency and use;
- d. allocated in line with La Trobe's [Ways of Working](#);
- e. allocated to support accessibility needs.

Section 6 - Procedures

Part A - Allocation of Space

Overview

(12) All teaching, learning, staff workspaces, and meeting spaces at the Melbourne campuses (Bundoora and City) of La Trobe are allocated and managed centrally by Asset Transformation to ensure effective space utilisation.

(13) Asset Transformation will work closely with the Pro Vice-Chancellor (Regional) and Head of Campuses on regional campuses to plan and allocate space. In Albury-Wodonga, Mildura and Shepparton, the office of the Pro Vice-Chancellor (Regional) is responsible for allocation of space, and involves Asset Transformation on an as-needs basis.

Collaborative Environments

(14) A range of collaborative spaces such as meeting rooms are provided in accordance with the current [La Trobe University Design Standards](#):

- a. medium and large spaces are bookable and available for use by all University staff;
- b. small enclosed spaces (i.e. spaces that have a capacity of four [4] people or less) may be bookable and available for use by all University staff;
- c. suitable, dedicated, small, enclosed spaces will be available for small group study for students and will have bookable and adhoc options available to support student access.

Staff and Student Workplaces

(15) A range of workplaces are available to all divisions and schools to accommodate workplace-based activities and are suitable for all staff types and business needs.

(16) The allocation of a space to an area does not represent ownership nor is it used to recognise status, worth or tenure.

(17) Allocation of areas may include co-location of multiple divisions and schools.

(18) Allocation of workplaces within an area, such as offices or workstations to staff or students, is at the discretion of the division, school or Pro Vice-Chancellor (Regional) campus offices as appropriate.

(19) Where there are underutilised or vacant spaces, Asset Transformation can temporarily allocate this space to a division or department to use at their discretion until Asset Transformation advise that an alternate use for that space has been identified.

(20) Unallocated workplaces are available for all staff to use on each campus.

(21) Where the University is contractually obligated (for example through funding or grants such as Australian Research Council [ARC] or National Health and Medical Research Council [NHMRC]) to provide staff with dedicated workplaces, the assignment of the dedicated space is reviewed annually or at the end of the grant period. Asset Transformation must be consulted prior to the submission of an agreement or contract.

(22) To ensure effective space utilisation:

- a. space is not allocated to staff who are on leave or an approved Outside Studies Program that is over six (6) months in duration;
- b. workplaces, including workstations and offices, can be temporarily reassigned, as required, during periods of leave or approved Outside Studies Programs of two months or greater;
- c. any staff member can make use of assigned workplaces if relevant staff are not on campus, with the exception of spaces with specialised uses;
- d. not every staff member will be given a designated workstation, whether in a shared area or an enclosed office. Allocation of workstations will depend on specific work arrangements, including hours spent on campus.

(23) Shared work areas are provided with lockable storage options on an as-needed basis to store personal items or sensitive materials.

(24) Higher Degree by Research candidates, Post-Doctoral Fellows and students in postgraduate and Honours courses have access to shared workstations and office facilities, proportionate to their actual on-campus working hours, and suited to the fulfilment of their tasks. Where possible, students are provided access to a workstation within the vicinity of researchers in their discipline, subject to available resources (see [Graduate Research Support Policy](#)).

(25) Undergraduate students have access to quiet study spaces throughout the University. Undergraduate students are not provided with dedicated shared space except in special circumstances, such as a requirement for a Reasonable Adjustment as outlined in the Disability Procedure - Reasonable Adjustments for Students (forthcoming).

(26) All University staff members (including Emeritus, Adjunct and Honorary Staff) have access to shared workstations and office facilities, proportionate to their actual on-campus working hours and/or Flexible Working Plan, and suited to the fulfilment of their tasks.

Specialised Workspaces

(27) Specialised workplaces such as lab spaces are designed to be suitable for all disciplines and for multidisciplinary use.

(28) The designation of specialised labs for research that cannot be shared requires strong justification and approval from the Dean and/or Office of Provost (Facilities and Technical Services), and the Deputy Vice-Chancellor (Research and Industry Engagement).

(29) Support lab facilities such as cool rooms and storage facilities must be shared.

(30) Event spaces are controlled and managed by the Marketing Digital & Insights division at the Melbourne campuses and the Head of Campus Office at regional campuses.

(31) Workplaces for [Research and Innovation Precinct](#) Partners on Melbourne campuses, such as labs, offices and collaboration spaces, are managed by the Research and Industry Engagement team. On regional campuses space for local partners is normally managed by the Campus Office.

Leased Spaces

(32) Space allocated to and/or occupied by parties external to but associated with La Trobe University is paid for through a commercial lease/licence or other non-financial beneficial arrangement.

(33) The Leasing Department of Asset Transformation manages all aspects of leased/tenanted space on all University campuses and stand-alone off-campus locations. The Leasing Department must be consulted on all spaces to be leased prior to any discussions with external parties to ensure lease acquisition, negotiation, preparation, review and management are undertaken with due diligence.

Part B - Requests for Space or Changes to Space

Process Overview

(34) Campus spaces across all locations and buildings are able to be viewed through [Archibus](#) via the staff intranet.

(35) Metropolitan space requests must be lodged through [Archibus](#).

(36) Regional space requests must be lodged through the Head of Campus Office.

(37) Requests for space to accommodate the core functions of staff or students with a disability may necessitate deviations from standard policy. In line with La Trobe's [Disability Policy](#), [Equity, Diversity and Inclusion \(Staff\) Policy](#) and the [Disability Discrimination Act 1992](#), these requests are reviewed when information on an individual's registered disability support and/or Learning Access Plan is made available. Reasonable Adjustments are made in accordance with

- a. the University's [Workplace Adjustment \(Staff\) Policy](#), with the approval of the Executive Director, Asset Transformation;
- b. the Disability Procedure – Reasonable Adjustments for Students (forthcoming).

(38) A request for space is a formal process and does not guarantee allocation of additional space or alteration of existing space. Requests must be:

- a. endorsed by a member of the Senior Leadership Group, after consultation on specific campus space needs;
- b. sponsored by a Senior Executive Member (refer to Appendix A).

Issues with Space

(39) It is the responsibility of a division manager or Head of Campus to inform Asset Transformation when:

- a. space is not fit-for-purpose, underutilised, vacated, or no longer needed, and to request an alternate workspace type;
- b. concerns arise relating to the design, refurbishment, or management of teaching and learning spaces.

(40) Asset Transformation reviews such reports and, where applicable, implements any required changes in a timely manner.

Part C - Responsibilities

(41) Asset Transformation is responsible for:

- a. planning and allocating spaces at Melbourne campuses;
- b. reviewing spaces used for teaching and learning, both formal and informal, on a regular basis to ensure that they meet the La Trobe Design Standards and the requirements of this Policy;
- c. acting upon reports from division managers concerning spaces that are not fit-for-purpose, safe, or accessible, underutilised, vacated, or no longer needed;
- d. managing the process of updating and implementing the La Trobe University [Design Standards](#);
- e. applying Information Services standards (as embedded in the [Design Standards](#)) in all infrastructure project works and liaising with Information Services to provide communication and audio-visual (AV) facilities, as required;
- f. the management and accuracy of space allocation data through Archibus and its database. To fulfill these duties, Asset Transformation may periodically consult stakeholders regarding the management and usage of spaces.
- g. Space Master Plan and Campus Master planning exercises;
- h. reviews of existing and potential space needs;
- i. managing the design and construction of new and refurbished spaces;
- j. reporting on space utilisation to the Tertiary Education Facilities Management Association.

(42) Information Services provides [AV and communication standards](#) for all teaching, learning, collaboration, and meeting spaces.

(43) The Academic Services team are responsible for timetabling teaching spaces (see [Timetabling of Teaching and Learning Space Policy](#)).

(44) Division managers are responsible for monitoring the drivers of space change, such as changes in service delivery, growth, reduction or increase in staff numbers and re-classification of staff.

(45) Those responsible for monitoring space change within their departments/divisions are required to update changes in [Archibus](#). Where there are significant changes, Asset Transformation must be notified as soon as possible.

Part D - Monitoring and Reporting

(46) The Chief Operating Officer and Deputy Vice-Chancellor (Academic) provide an annual report to both the Senior Executive Group and Education Committee detailing progress of current projects and planned future initiatives.

Part E - Appendix A

Request Area	Endorsement	Sponsor
Provost 1. Office of the Provost 2. La Trobe Business School 3. La Trobe Law School 4. La Trobe Rural Health School 5. School of Allied Health, Human Services and Sport 6. School of Agriculture, Biomedicine & Environment 7. School of Engineering and Mathematical Sciences 8. School of Education 9. School of Humanities and Social Sciences 10. School of Nursing and Midwifery 11. School of Psychology and Public Health	Executive Director, Operations	Provost

Request Area	Endorsement	Sponsor
Deputy Vice-Chancellor (Academic) 1. Office of the Deputy Vice-Chancellor (Academic) 2. Indigenous Strategy & Education 3. Student Administration 4. Office of the Pro Vice-Chancellor (Student Experience and Employability) 5. Wellbeing Services 6. Integrity Office 7. Student Life 8. Employability 9. Student Advising 10. ASK La Trobe 11. Student Communications 12. Education Services 13. Library 14. Office of the Pro Vice-Chancellor (Learning and Teaching) 15. Executive Education 16. La Trobe Academy 17. Quality and Standards	Director or equivalent	Deputy Vice-Chancellor (Academic)
Deputy Vice-Chancellor (Future Growth) 1. Office of DVC (Future Growth) 2. Marketing Digital & Insights 3. Media and Communications 4. Recruitment & International Operations	Director	Deputy Vice-Chancellor (Future Growth)
Pro Vice-Chancellor (Regional)	Head of Campus	Pro Vice-Chancellor (Regional)
Deputy Vice-Chancellor (Research and Industry Engagement) 1. Office of Deputy Vice-Chancellor (Research and Industry Engagement) 2. Graduate and Global Research 3. Industry Engagement 4. Research Capability 5. Research Office	Pro Vice-Chancellor, Executive Director or equivalent	Deputy Vice-Chancellor (Research and Industry Engagement)
Office of the Vice-Chancellor 1. La Trobe Advancement 2. La Trobe Art Institute		Chief of Staff
Chief Operating Officer 1. Office of Chief Operating Officer 2. Asset Transformation 3. Commercial, Legal and Risk 4. Finance, Procurement and Data and Performance Analytics 5. People & Culture 6. Information Services 7. Strategy Realisation Office	Executive Director or equivalent	Chief Operating Officer

Section 7 - Definitions

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

- a. Archibus: a suite of facility and infrastructure management software applications used for storage, analysis, and reporting of data relevant to University Spaces;
- b. flexible workspace: versatile areas that can be adapted to meet a variety of needs, such as collaborative workspaces, hot desks, and shared workstations;
- c. meeting room(s) or collaborative rooms: space designed to be utilised by administrative staff for meetings, presentations, and other ad hoc purposes;

- d. resources: additional services available in conjunction with spaces, including but not limited to audiovisual and catering facilities;
- e. space optimisation: ensuring the most efficient and effective use of space;
- f. space types: includes Teaching and Learning spaces, workstations such as flexible desks or hot desks, offices, meeting rooms, and research areas;
- g. space utilisation: the frequency at which a particular space is occupied or in use at any given time.

Section 8 - Authority and Associated Information

(48) This Policy is made under the [La Trobe University Act 2009](#).

Status and Details

Status	Current
Effective Date	26th February 2025
Review Date	26th February 2028
Approval Authority	Vice-Chancellor
Approval Date	26th February 2025
Expiry Date	Not Applicable
Responsible Manager - Policy	Gerard Blood Executive Director, Asset Transformation
Enquiries Contact	Infrastructure and Operations