Space Allocation and Management Procedure

Section 1 - Summary

(1) This Procedure outlines the processes for the allocation and management of University space.

Section 2 - Scope

(2) This Procedure applies to all University owned and leased space.

Section 3 - Policy/Regulation

(3) Space Allocation and Management Policy.

Section 4 - Procedures

Part A - Summary of Roles and Responsibilities

Roles	Responsibilities
Heads of organisational units	Optimal use of all space that has been allocated to them. Provide to Facilities Department indicative forecasts of known future space requirements, including forecast student load, staffing and research by the beginning of September of each year. Meet costs of porterage.
Director Capital Projects, Planning and Asset Utilisation	Decision for the allocation of University space up to 50m² and/or involving project costs of less than $75,000.
Chief Infrastructure Officer	Decision for the allocation of University space between 50 m² - 100m² and/or involving project costs of $75,000 - $150,000.
Deputy Vice-Chancellor Enterprise and Digital	1. Decision for the allocation of University space exceeding 100m² and/or involving project costs exceeding $150,000. 2. Decision for the allocation of specialist space. 3. Binding decision upon appeal for the allocation of University space resources.

Part B - Space Allocation Procedures

Space Allocation Requests and Approvals

(4) All requests for an allocation of space must be submitted using the Space Allocation Request form.

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(5) Allocation requests may be made at any time, however organisational units are encouraged to align space allocation requests with the University's annual planning and budget cycle in order to maximise alignment with strategic planning.

(6) All space allocation requests will be received by the Facilities Department and a recommendation made to the appropriate officer for a decision as outlined in the Summary of Roles and Responsibilities table.

(7) For general requests of space over 150m² and/or a cost exceeding $150,000 or more, the Chief Infrastructure Officer will make recommendations to the Deputy Vice-Chancellor Enterprise and Digital for a decision.

(8) For specialist spaces and research spaces, the Chief Infrastructure Officer will consult with relevant stakeholders before making a recommendation to the Deputy Vice-Chancellor Enterprise and Digital for a decision.

Space Management

(9) Heads of organisational units are responsible for the optimal use of all space that has been allocated to them.

(10) Organisational units must advise the Manager, Space Planning if spare capacity develops within their existing allocation of space.

(11) Allocated space must be used for its stated purpose. Changes of use or occupancy within an organisational unit's space allocation must be approved by the Chief Infrastructure Officer on recommendation of the Manager, Space Planning.

(12) Organisational units may not re-allocate space or physically alter space. Requests for building alterations must be made to the Facilities Department and all approved alterations will be project managed by the Facilities Department (Annual Works Process via Director Capital Projects, Planning and Asset Utilisation).

(13) Colleges/Portfolios using spaces without Space Management approval will be required to vacate spaces within a week's notice (at the discretion of Facilities) and all related costs (relocations, cleaning, furniture etc.) will be borne by the relevant department.

(14) The Facilities Department will maintain plans and database records of all space allocations. Space audits and reporting will be undertaken regularly by the Facilities Department in order to monitor and benchmark utilisation rates. The Facilities Department will use the outcomes of these audits to improve the utilisation of space. Poorly utilised space will be reviewed and may be re-allocated. This task is a university requirement to maintain good practice and OH&S compliance and resistance or not granting access to spaces to Facilities by the college/portfolio is not acceptable.

Teaching Space

(15) All teaching space is centrally owned and is managed by the Central Timetabling Unit within the Students Group. Teaching space usage will be recorded on the University's Timetable System for analysis and reporting purposes. TEFMA Guidelines will be used as reference when designing new teaching spaces, including consideration being given to new teaching pedagogies and Block Mode.

(16) There are two categories of teaching space at the University:

a. General Teaching Space - Space where there is no characteristic of the room or the facilities provided therein which would preclude other organisational areas from using the room.
b. Specialist Teaching Space - Rooms containing specialist equipment or features that preclude other organisational areas from using the room.

(17) All teaching space will be regularly assessed by Facilities Department in regards to its location, quality, capacity, accessibility and utilisation.

(18) Scheduling of activities within Teaching Space will be governed by the Timetabling Policy.

Specialist Space

(19) Specialist space requirements will be determined in consultation with relevant stakeholders, giving consideration to all OHS and other legislative or regulatory compliance requirements.

Research Space

(20) Research space requirements will be determined in consultation with relevant stakeholders, giving consideration to all OHS and other legislative or regulatory compliance requirements.

Office Space Layout

(21) Office space layouts will be as generic as possible and designed to maximise flexibility and reduce the occupancy costs associated with relocations.

(22) All office space layouts will be compliant with WorkSafe standards on workplace amenities and work environment, including:

a. workspace;
b. temperature and air quality;
c. lighting;
d. flooring;
e. disability access.

Office and Workspace Area Space Allocation

(23) The University's space allocation in the below table is based on the Tertiary Education Facilities Management Association (TEFMA) Space Planning Guidelines.

(24) The allocation of workspace will occur after consultation between Facilities and relevant stakeholders in the College or Portfolio area. The collaborative process will take into account the functional requirements of staff and the size and location of available space. Notwithstanding this collaborative approach the final decision on the amount, nature and type of space allocated is made by Facilities. The governing principles will be based on following:

a. The planning and allocation of workspace supports the implementation of strategies for flexible working and workpoint sharing. Workpoints within the allocated workspace may be shared to promote increase in utilisation.
b. The open plan style of work space will support consideration for thinking, quiet work, concentration and focus activities via the provision of a variety of enclosed and open spaces with access to a range of workpoint setting types, including individual workpoints, group workbenches, focus rooms, focus pods and support spaces, such as meeting rooms.
c. All workspace areas, where computer work occurs, will meet ergonomic standards.
d. The supporting spaces allow staff to meet with students, other staff and allows for team collaboration. These areas can have various styles including lounges, informal meeting spaces, formal meeting rooms and consultation rooms. The spaces used as work areas will meet ergonomic standards.
e. As a general guideline, the overall space allocation provides between 8m² - 12m² useable floor area per FTE/workpoint, collaboration, meeting rooms, and consult spaces.
f. The extent of enclosed spaces (partitions extending to the ceiling) within a workspace will be assessed on a

project-by-project basis.

g. HDR workpoints will be available for booking as required on a shared access principl Facilities will monitor booked use (as per the HDR Policy).
h. Access to shared open work spaces will be available to casual Academic staff (including sessional staff, visitors, and honorary academics).
i. The workspace needs of casual Academic staff will be managed via hot desk within the allocated College/School spaces. Lockers may be provided within the shared open workspace. Management of locker allocation to casual academic staff is the responsibility of Colleges and Portfolios.
j. Service areas allow for necessary services that support the operations of the workspace and building occupants. It comprises amenities, specialist storage requirements, utility and concierge.
k. In addition, staff may be provided with reasonable access, within the campus, to inclusive ancillary spaces such as parent rooms, change rooms, diversity and inclusion spaces, and prayer rooms.

Office Space and Open Plan	**Allocation of Work Space Area – m^2 UFA**
Senior Executive Leadership – refer clause (32) for office entitlements, includes Professorial Academic Level E, and VET Director/Manager.	Up to 16 m2
Full time Research, Academic, VET Senior Educators, VET Teachers, and Professional Staff	8-12m² per person open plan, collaborative workspace
Part time Staff	Up to 6m² per person open plan workspace
Research Fellow, Post Doctorate Fellow	2 per 12m² shared space, open plan workspace
Adjunct Professor	6m² shared space, open plan collaborative workspace
Postgraduate Research students	2 - 4m² per student in open plan or time shared workspace, i.e. time fraction below 0.6 will require to share a workstation
Research Assistant	Up to 4m² open plan or shared workspace
Meeting Room	2m² per person seated

(25) The work areas of the organisational units are required to total between 8m² and 12m² per Full Time Equivalent staff member including breakout spaces, meeting rooms, tea rooms, resource spaces and circulation spaces.

(26) Staff are not permitted to have more than one dedicated office or work station, however, access to a hot desk at the relevant secondary campus/site will be available if such access is determined necessary by the relevant head of the organisational unit.

(27) For staff whose primary role is not office based, a hot desk may be provided rather than a dedicated work station.

(28) All lighting will be compliant with WorkSafe standards on workplace amenities and work environment. Lighting from natural and/or artificial sources needs to be provided for employees to ensure working conditions that are appropriate to the nature of the work. Natural lighting is not a requisite provision.

(29) The Facilities Department will monitor organisational unit work area occupancy against the above benchmarks. Any excess space may be reviewed and re-allocated in accordance with these Procedures.

(30) Where shared meeting rooms, tea rooms and kitchens are used by an organisational unit a percentage of this space may be included in the calculation of total space for this purpose.

Open Plan General Principles

(31) Office layouts shall generally be designed as ‘open plan’. Designs for new and refurbished spaces are to be as generic as possible in order to maximise flexibility and reduce occupancy costs.

Senior Executive Office Entitlements

(32) The following staff are entitled to fully enclosed offices where suitable space is available, or have an option to be accommodated within open plan with supporting spaces, depending on space constraints and availability

a. Vice-Chancellor
b. Direct reports to the Vice-Chancellor
c. Deans of Colleges
d. Professors (Academic Level E)
e. VET Directors, VET Senior Managers and VET Managers

(33) Requests by staff members (other than those listed above) for fully enclosed office entitlements is not encouraged however, will be considered using the following criteria:

a. Work function rather than classification (animal welfare, working with high risk equipment);
b. Percentage of work time spent on student counselling and/or sensitive and confidential matters, and having regard to the availability and location of suitable meeting spaces.

(34) Enclosed offices must be contained within the overall Office Space allocation for the organisational unit.

Full Time Staff (Research, Academic, VET Senior Educators, VET Teachers, and Professional Staff)

(35) The new standards will be introduced accommodating all full time staff in the open plan space as new buildings, refurbishments of space and relocations are progressed across the Portfolio. Open plan accommodation will include break-out spaces, meeting rooms, tea points, resource spaces, interview/thinking/confidential and circulation spaces. The work areas will be between the range of 8m² and 12m² per FTE, based on design and with full consultation with the relevant user groups. The density range will be determined by the building fabric limitations.

New Appointments

(36) Heads of organisational units are responsible for

a. ensuring that accommodation arrangements for new staff have been finalised prior to the commencement of the recruitment process.
b. confirming space availability prior to allocating space for adjunct appointments, consultancies, research bids, etc.,
c. advise facilities the desk/location number of the new staff member

Meeting and Consultation Rooms

(37) These will be provided to meet the needs of organisational units; however all meeting rooms are to be available

for use by other organisational units.

(38) Depending on requirements, flexible plan office areas will include a mixture of quiet spaces and consultation spaces in addition to meeting rooms.

(39) Formal and informal meeting spaces will be available within the support spaces. Meeting rooms will be bookable on the relevant University room booking system and accessible by staff from all areas of the University. Generally, meeting rooms will only be dedicated to one organisational unit where there are exceptional operational requirements and there is agreement between that area and Facilities that exclusive use is warranted (usually access via departmental office areas).

Staff Rooms

(40) The provision of dedicated staff lunch rooms is not supported. Shared facilities will be provided where appropriate and staff are encouraged to use the campus retail, social and other communal facilities.

Storage

(41) The use of on-campus storage space is to be minimised, and teaching and accommodation requirements shall take precedence. However, spare or non-habitable space may be allocated by the Facilities Department for temporary storage. For new fit outs for staff accommodation, the following storage options will be available (based on floor footprint and design considerations):

a. Personal secure storage – either in the form of an individual pedestal unit or a personal locker, located close to the departmental work zone to ensure ease of access.
b. Accessible, ergonomic, secure space to store equipment and personal items where staff are sharing desks or regularly hot-desking.
c. Team based storage – such as lockable tambour units, for storage of papers or books, on an as-needs basis.
d. Secure Storage – a shared secure lockable storage room for confidential storage such as exam papers and large volume items, where neede This will require justification from the stakeholder and subject to Facilities approval.
e. Bulky Good Storage – to be determined in consultation with Facilities prior to the purchase of such items.
f. Accessible wet weather areas for leaving umbrellas and coats.

(42) Personal collections, such as books, materials or art work, are not to be accommodated within University spaces unless approved by the Head of School / Directors and Facilities. It is expected that such collections be accommodated within the standard storage allocated to the workspace.

(43) Organisational units are to develop processes in accordance with the University's Records Management Policy to identify records that are required to be stored and to systematically dispose of surplus material. Off campus storage facilities should be used to store records and other resources or material that are required to be kept (see the Records and Archives Services – Destruction of Records webpage). Each organisational unit is responsible for offsite storage costs.

Future Requirements

(44) The Facilities Department will prepare campus masterplans to align with forecast teaching and research requirements. In order to assist in the planning of future space requirements, Heads of organisational units will be required to provide indicative forecasts of known future space requirements, including forecast student load, staffing and research by the beginning of September of each year.

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Staff Relocations

(45) All staff relocations are managed by Facilities in order to ensure effective use of space and ensure space management records are accurately maintained, as well as to coordinate the provision of services required for the relocation including security, signage, building access, cleaning, maintenance and IT connections.

(46) For office relocations within the organisational unit's existing space allocation, a Move Manager Spreadsheet must be submitted.

(47) A Space Allocation Request must be made and a Move Manager Spreadsheet must be completed if additional space is required by an organisational unit, or the proposed relocation is outside of the organisational unit's existing space allocation.

(48) Where the decision to relocate has been made by the organisational unit, including as part of a formal change plan, the cost of office relocations including reconfiguration/refurbishment of space will be paid by the organisational unit.

(49) Where the decision for relocation of staff has been made by the Facilities Department to facilitate capital or minor works projects, or to meet the strategic needs of the University, the cost of relocation will be met by the Facilities Department.

(50) The Facilities Department will determine the schedule for the relocation, which may be dependent on a number of factors such as:

a. Relocating existing staff from the space.
b. Reconfiguring or refurbishing space prior to the relocation.
c. Minimising any impact on service delivery to students.
d. Priorities of the client.

(51) Where a staff member is on extended leave at the time of a planned relocation (e.g. maternity leave, special studies program leave, etc.) the staff member's work area will still be relocated. The head of the organisational unit will liaise with People and Culture, as well as Facilities, to manage the relocation and ensure that any personal items that may be in the space are managed appropriately.

(52) To minimise University costs, standard office furniture, i.e. desk, pedestal drawers, bookcases, filing cabinets will not be relocated and will remain in the existing space, unless approval for relocation of furniture is made by the Manager, Space Planning.

Furniture Relocation and Porterage

(53) Facilities organise furniture removals and porterage as part of staff relocations, as well as on an ad hoc basis.

(54) Facilities manages excess furniture in storage for future use, and arranges removal of excess furniture, as well as providing organisational units with furniture from storage as an alternative to purchasing new furniture where applicable.

(55) Porterage costs are met by the organisational unit.

(56) New furniture can only be purchased through Procurement or via Facilities should recommendations or assistance be required. Procurement have a contract with a company to supply all office and meeting room furniture (see the Procurement and Business Operations – Office Furniture webpage).

Reallocation of vacant space

(57) The reallocation of space deemed vacant will be subject to the following process:

a. Physical audit
    i. The space will be inspected and information will be collected from adjoining occupants to ascertain the current status.
b. Notice
    i. A notice will be placed on the door advising that the space will be declared vacant and reallocated.
    ii. The notice will be for a period of one month.
    iii. Any personal items remaining are to be removed by the previous occupant within the notice period. If there is no response by the due date, Facilities will engage Records and Archives Services, ITS and a Removals Company to clear the space as required.
c. Access
    i. Once space is confirmed vacant, access will be restricted to prevent unauthorised occupancy, and will be reallocated for University use.

Space Allocation Appeal Process

(58) In the event that an applicant disagrees with a space allocation decision of the Chief Infrastructure Officer, an appeal may be lodged in writing to the Deputy Vice-Chancellor Enterprise and Digital detailing the grievance and rationale for the decision to be reconsidered.

(59) The appeal will include the detailed rationale and reasons outlining the requirements and how this links in with the University Strategic Plan, key risks, benefits, and disadvantages for the decision to be reconsidered. If applicable the following elements must be addressed:

a. Academic course delivery
b. Student experience
c. Structural impact within organisational units and/or across units
d. Campus impact
e. Community Engagement
f. External relationships
g. Research requirements
h. Improved efficiencies (e.g. space utilisation, costs, processes, etc.)
i. OHS issues
j. Risk mitigation

(60) The decision by Deputy Vice-Chancellor Enterprise and Digital will be final.

Section 5 - TEQSA/ASQA/ESOS Alignment

(61) HESF: Standard 2.1 Facilities and Infrastructure.

(62) Outcome Standards for NVR Registered Training Organisations 2025: Standard 1.8 Facilities, Equipment and Resources.

(63) ESOS National Code of Practice 2018: Standard 11.2 (11.2.5 and 11.2.6).

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Section 6 - Definitions

(64) Space Allocation

(65) Space Management

(66) Fully Enclosed Office

(67) Work Space Area

(68) General Space

(69) Teaching Space

(70) Specialist Space

(71) Research Space

(72) Useable Floor Area: The total occupied internal floor area including circulation and ancillary areas and excluding only service areas such as lift wells, stairs, toilets and plant rooms.

(73) Porterage: Relocation of furniture.

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Status and Details

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Glossary Terms and Definitions

"Space Allocation" - Includes the initial allocation of new space, reallocation of existing space, allocation of additional space or conversion of allocated space from one user to another.

"Space Management" - The management of the University's space inventory including: tracking and maintaining departmental space and occupancy information, monitoring and maintaining data on space usage, and projecting and forecasting future requirements.

"Fully Enclosed Office" - An office that has a lockable door and where all of the partitions forming the office run from floor to ceiling.

"Work Space Area" - All shared and open-plan work areas and associated circulation space, breakout space, print rooms, meeting rooms, kitchens/tea rooms/staff rooms, reception areas, storage and other areas used to support work areas' accommodation.

"General Space" - Usable space or room which is not scheduled for timetabled classes and may be utilised for training, events, meetings or other activities including office space and ancillary areas.

"Teaching Space" - All spaces which can be scheduled for timetabled classes and are used for teaching and learning activities including lecturing, collaborative, individual, informal and other indoor and outdoor learning spaces.

"Specialist Space" - Includes all spaces with specialist function including but not limited to: laboratories and associated spaces, sporting facilities, clinical spaces, dangerous goods stores, temperature controlled spaces, animal accommodation and any space not including generalist teaching space or generic office space.

"Research Space" - All spaces under the stewardship of VU Research comprised of either general and/or specialist space which may include the use of specialist equipment for a broad spectrum of research disciplines, including science, engineering, sports, and health.

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