

Space Management Policy

Background Information

(1) Built space is a central and costly resource of the University. It needs to be considered prudently when space allocation is being considered. A consistent and strategic approach is required to optimise the productive use of this resource in support of the University's Strategy and allied programs.

(2) Charles Sturt's aging assets puts significant pressure on available space. For the University to successfully utilise the available assets and develop an improvement strategy into the future, consideration is required to provide an equitable, flexible and consistent standard of office accommodation across the campus network.

(3) The ways in which the University utilises space to conduct activities and how that use is continuously changing means that the workplace needs to continually evolve with use of new technologies, innovative work practices and management techniques. Many of these changes increase individual efficiency, lower overall operating costs and give individuals choice as to how and where they undertake their work. These technological changes also affect the University on student load level, with opportunities for on-line learning, which filters through to less space required for administrative activities, learning and teaching, research etc.

(4) The economic strain that every University now faces converts to less available capital funding for maintenance of existing assets. The overall space strategy for the University is to consolidate and maximise return on any investment made.

(5) This document outlines the University's policy and design standards for new and refurbished office space. Existing office space may not meet these standards. It is intended that as far as practicable, new and refurbished space will be brought into line with these standards over time, subject to funding and priority. However, staff may be allocated offices which do not meet these standards based on operational need and availability.

Section 1 - Purpose

(6) The purpose of this policy is to set out the University's position on the management of space by providing standard design principles for generic, open plan workspaces. This policy is intended to standardise office accommodation throughout all University spaces, to maximise the value of capital investment, manage physical assets accordingly and promote sustainability.

(7) Generic, open plan administrative office based environments, provide the greatest flexibility to support the University's activities and provide an equitable and dynamic workplace.

Section 2 - Glossary

(8) For the purpose of this Policy:

- a. Agreed Allocation - means the space(s) assigned by the Division of Facilities Management to particular Faculties, Schools, Divisions, Offices, Centres and Enterprises and third parties to support work, research, learning and teaching activities.

- b. Archibus - is an enterprise facilities management database system that provides a range of integrated modules for the management of space, real estate and asset management. Archibus hosts the space data that is used in [FMCentral](#). Archibus is managed and administered by the Division of Facilities Management.
- c. [AS2107](#) - Australian Standards of recommended sound levels in building acoustics
- d. [BEIMS](#) - The University's on-line facilities maintenance client submission of remote requests
- e. Breakout Space - is non-bookable, meeting or work area to support working by staff, students and visitors normally located in open-plan spaces.
- f. Capital Plan - is the Vice-Chancellor's Leadership Team approved structured five year rolling facilities investment and improvement plan.
- g. Computer Laboratories - are defined as spaces designed for and equipped with computing equipment / infrastructure for the purposes of information-technology driven participation, experimentation, observation or practice in a field of study.
- h. Enclosed Space - refers to an enclosed work space for person(s), suitable for activities which are confidential, demand a lot of concentration or include many small meetings.
- i. Flat Floor Teaching Spaces - are defined as a room or space used primarily for learning and teaching and are not tiered or stepped spaces.
- j. [FMCentral](#) - is the enterprise space and asset management enquiry system administered by the Division of Facilities Management.
- k. Functional Unit - refers to a Faculty, School, Division or Unit.
- l. Gross Floor Area m2 (GFA) - defined as the sum of fully enclosed area and unenclosed covered area.
- m. Hotdesk - means a desk that is not assigned to a particular staff member, but rather is available for use and can be utilised by visiting staff or external visitors.
- n. Lecture Theatres - are defined as a stepped floor or tiered space used for learning and teaching and which is generally not tied to a specific subject or discipline and equipped with fixed tables and chairs or chairs with tablets.
- o. Meeting Rooms - are spaces generally serving an office environment and used primarily for staff meetings and organisational activities which can also include public functions.
- p. [National Construction Code \(NCC\)](#) provides the minimum necessary requirements for safety and health; amenity and accessibility, and sustainability in the design, construction, performance and livability of new buildings (and new building work in existing buildings) throughout Australia. This replaces the Building Code of Australia (BCA).
- q. Office based accommodation - means working environments utilised by University administrative, support and academic staff to undertake their functional activities.
- r. Open Plan Space - means a flexible method of space layout where physical divisions between separate areas are implied by easily movable elements (such as screens and skeletal construction components and modular furniture) instead of being defined by permanent walls and fixed shape furniture.
- s. PAX - means people/persons/occupants, often referred to in a numeric form.
- t. Primary Custodian - is when a built space is occupied by more than one group (Faculty, School, Division or Unit) and the group with the largest representative presence shall be deemed by the Division of Facilities Management as the Primary Custodian.
- u. Privacy - a quiet individual space where confidential conversations and/or work may be undertaken. In office workspace terms, privacy means:
 - i. Optimised confidentiality for the task at hand (facilitating comfort, productivity and interaction but avoiding isolation);
 - ii. Limitation of distractions and unwanted intrusions (visual and acoustic).
- v. Relocation - refers to the process by which a person, group or activity is moved from one location to another. It can include associated activities such as space reassignment, modification of space or spaces to suit the new

- user/use, changeover of communications services (telephone and data), and physical movement of room contents.
- w. Rw - Weighted Sound Reduction Index (Rw) is a number used to rate the effectiveness of a soundproofing system or material.
 - x. S2S - refers to a Sit to Stand workstation, which is also in the context of this document, electronic.
 - y. Soft seating areas - casual seating to provide alternative quiet comfortable areas where informal small 1:1 meetings can occur, private phone calls can be taken whilst sitting in an alternative mode.
 - z. Space - means a potentially useable area controlled wholly or partly by the University that supports the strategic direction of the organisation.
 - aa. Space Audit - means the process by which data is collected/updated either by a physical count, people counting technology or desktop exercise. The information collected as the product of room audits may include information on room type, room use/function, current occupants, capacity, etc.
 - ab. Space Coordinator - is a staff member nominated by Faculties, Divisions, Schools and Units to liaise with the Division of Facilities Management for space planning and management matters relating to their particular allocation, typically this would be the Executive Officer or Faculty Administration Manager etc. of the Division or Faculty etc.
 - ac. Space Planning Manager - is the incumbent of the position (role), responsible for the development, implementation and management of operational and strategic University wide policies, procedures, standards and tools to deliver effective and efficient space use across all University owned and leased assets.
 - ad. Specialist Laboratories - are defined as spaces used by regularly scheduled classes which require special purpose environment and/or equipment for student participation, experimentation, observation or practice in a field of study.
 - ae. Student - a person formally enrolled in a course or active in a program offered by the University or affiliated entity.
 - af. Studio and Performance Spaces - are defined as spaces specially equipped and/or designed for use for individual or group experimentation, observation, practice or study in a particular field of study.
 - ag. University Premises - includes any land which is owned, controlled, managed or occupied by the University together with any building, construction or facility of any kind (whether permanent or temporary) on that land and also includes any other building, construction or facility which is under the control, management or occupation by the University.
 - ah. Utilisation - is the measurement of the use of a particular space which evaluates number of students, number of seats available and the hours of use per week.
 - ai. Useable Floor Area m² (UFA) - defined as the floor area measured from the inside face of the walls and deducting all the common use areas (corridors, etc) and non-habitable areas (lifts, stairs, service ducts, etc).
 - aj. Workspace - is the area that an employee of the University, either academic or administrative, undertakes the tasks for their job function.
 - ak. Workstation - is the desking furniture used by University staff and students to undertake office based working activities.

Status and Details

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