

Facilities and Premises Guidelines - Space Management

Section 1 - Purpose

- (1) This guideline supports the [Facilities and Premises Policy](#) and sets out the rules, expectations and responsibilities in relation to Charles Sturt University (the University)'s facilities and premises.
- (2) These guidelines outline the University's definition and categories of space types and allocation standards. They are used to inform of new developments, refurbishments and opportunities for change.
- (3) The guidelines are intended to:
- a. support standardisation of types, sizes and quality of facilities to promote equity and consistency across organisational units and campuses
 - b. ensure effective and efficient utilisation of University space resources, and
 - c. form a basis for the [Facilities and Premises Procedure - Space Management](#) to be followed in relation to the assignment of space and the relocation of staff.

Scope

- (4) Refer to the [Facilities and Premises Policy](#) and [Facilities and Premises Procedure - Space Management](#).

Section 2 - Policy

- (5) Refer to the [Facilities and Premises Policy](#).

Section 3 - Procedure

- (6) Refer to the [Facilities and Premises Procedure - Space Management](#).

Section 4 - Guidelines

Office and workspace allocations

(7) Workspace allocations for academic, professional/general employees and research students are outlined in the following table, where standard workspace allocation applies to traditional built environments and collaborative workspace allocation applies to collaborative open plan style workspace settings. Where the standard allocation conflicts with the collaborative allocation, the collaboration allocation will take precedence.

(8) Where possible, Campus and Space Planning (CSP) will allocate workspace based on the following guidelines, however, there will be instances where this is not practical.

(9) Some workspace sharing may be necessary even where private spaces are desirable, for example, to deal with fluctuations in staffing.

(10) Part-time staff or fractional staff at 0.6 FTE or less do not have entitlement to private space but will be provided with access to shared workspace and secure storage facilities.

(11) Staff involved in cross-campus work will be allocated a work area on their home campus and may have access to a shared area or hot desk on other campuses. These shared spaces may be allocated on a first come basis or may be bookable depending on the needs of the individual and the organisational unit.

(12) Office sizes at the University vary with the built design and the changing standards over the years. Standard single offices currently vary from 9 to about 26 square metres. New offices or refurbishments will allow 9 to 12 square metres for each standard single office but will be dependent on flexibility within the existing building structure. Offices at the smaller end should be allocated as private space. Where it is unworkable to convert larger single offices, they will be used as shared spaces.

(13) Adjunct staff, honorary or emeritus appointees and volunteers will not be entitled to private space but may be provided with access to shared space. Space may be assigned where it is available, and there is an ongoing teaching or appropriate research contribution. In a space shortage these staff will make way for employed staff and HDR students.

(14) Visitors will not be entitled to dedicated private space but may have access to bookable space.

(15) Staff utilising hybrid work arrangements may be required to share workspace or utilise bookable spaces when on campus.

(16) Where supply of enclosed offices does not meet demand, specific criteria will be applied. Enclosed offices will not normally be allocated to staff, unless a position function satisfies the following criteria:

- a. The staff is a full-time member who performs executive management and leadership functions
- b. Primarily works on campus five days a week, and
- c. Performs a function that is not supported by any associated activity spaces, such as quiet rooms, bookable offices, or meeting rooms.

Employee/student type	Workspace allocation for traditional built environment	Workspace allocation for collaborative workspace
Associate Lecturers/Fellows	Shared office accommodation or open-plan.	Open plan workspace with access to shared enclosed bookable space.
Full time Lecturers and Academic staff (Other than Associate Lecturers/Fellows and equivalent)	An enclosed office, although it may be necessary for some staff to share offices. Where work is primarily laboratory based, offices will be allocated where there is a demonstrated need for two workspaces.	An allocated workspace in open-plan areas, or may be allocated an enclosed office, should work meet criteria for private space such as continuous confidential consultations.
Academic staff on fractional appointments	Shared enclosed office or workspace as appropriate to their working hours, tasks and duties, or hot desk arrangements.	Open plan workspace or shared enclosed office as appropriate to their working hours, tasks and duties, or hot desk arrangements.
Staff with remote work arrangements	Will not be allocated dedicated workspace. Staff should utilize hot desks, meeting spaces or visiting staff workspace when on campus.	Will not be allocated dedicated workspace. Staff should utilise hot desks, meeting spaces or visiting staff workspace when on campus.
Casual academic staff	May be given access to a hot desk, or other workspace if required and appropriate to their work.	May be given access to a hot desk, or other workspace if required and appropriate to their work.

Employee/student type	Workspace allocation for traditional built environment	Workspace allocation for collaborative workspace
Full-time professional/general staff	An allocated workspace in open-plan areas, or may be allocated an enclosed office, should work meet criteria for private space such as continuous, confidential consultations.	An allocated workspace in open-plan areas, or may be allocated an enclosed office, should work meet criteria for private space such as continuous, confidential consultations.
Part-time professional/general staff	An allocated workspace in open-plan areas, or access to hot desk or shared workspace depending on fraction and on campus needs.	An allocated workspace in open-plan areas, or access to hot desk or shared workspace depending on fraction and on campus needs.
Higher degree by research candidates, postgraduate and postdoctoral researchers	As required, access to lab space, shared office accommodation, open plan or write-up space where circumstances allow or where a previous agreement is in place.	As required, access to lab space, open plan or write-up space where circumstances allow or where a previous agreement is in place.
Honours students	No allocated workspace. However, students in a laboratory-based discipline may be provided with access to a shared write-up space outside of a laboratory environment subject to availability.	No allocated workspace. However, students in a laboratory-based discipline may be provided with access to a shared write-up space outside of a laboratory environment subject to availability.

(17) Where staff are required to work in open-plan offices, small bookable or non-bookable 'breakout' rooms shall be provided adjacent to the open-plan space for the purpose of small group meetings or to support work tasks that require quiet space away from open-plan areas.

(18) Staff on research, study or extended leave for a period of three months or more must release their office space for use by others while they are absent from the University. To allow the space to be used by others, the staff member and their organisational unit will ensure personal effects and/or departmental items are removed if necessary and stored at an appropriate location for the duration of the absence.

(19) Offices will generally not be provided with space for private meetings or tutorials. It is expected that staff will use bookable meeting space for this purpose where available.

Office and workspace types

(20) New developments should facilitate increased utilisation and should ideally incorporate a mix of workspaces to reflect changing work practices and patterns. These may include areas for collaborative work such as casual meeting areas, co-located workstations and group worktables, and areas that support contemplation or concentration, such as enclosed breakout rooms for individual work tasks or small group meetings.

(21) New developments and major refurbishments, where appropriate, are to:

- contain a suitable mixed program of core function, workplace accommodation and more general-purpose campus-oriented spaces to improve campus experience
- locate communal spaces and open plan on building edges, with individual offices predominately inbound
- achieve a minimum of 40% of the available space being shared space
- total floor space should be no more than 14m² per person (UFA), and
- incorporate modular systems to promote ease of conversion.

Enclosed space

(22) Enclosed space refers to a workspace for one or more individuals that is suitable for activities that are confidential, demand a lot of concentration, or include many small meetings.

(23) Enclosed and partially enclosed spaces are surrounded on all sides by full-height or part-height walls. Enclosed offices may be allocated to an individual or shared between two or more staff, depending on size and the nature of working patterns, tasks, etc.

Open plan space

(24) Open plan spaces provide a flexible space layout where 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.

(25) Open plan spaces can accommodate multiple occupants at workstations and should be supported by appropriate acoustic and visual privacy measures and adjacent breakout rooms to support quiet working as required.

Hot desks

(26) Hot desks are generally a reserved allocation of workstations or offices, attached to a particular organisational unit or as part of a larger commons, which are not allocated to an individual but are available on a casual basis for use by part-time and visiting staff.

(27) Hot desks are ideally used in places where not all the employees are in the office at the same time, or where they are not in the office for long periods of time, which would otherwise mean individually assigned offices would be vacant for a considerable percentage of the time, consuming valuable space and resources.

Research space

(28) Allocated research spaces should be shared between faculties/schools or disciplines where possible.

(29) New and refurbished spaces allocated for research purposes should, where possible and appropriate, be flexible, adaptable and well-utilised to achieve higher occupancy rates.

(30) Research laboratory space allocation is a complex issue and depends on a range of factors outside of the scope of this guideline. These spaces will be assessed on an individual basis through consultation with faculties and schools.

Shared and support space types

Meeting rooms

(31) Meeting rooms will generally serve an office complex and are used primarily for staff meetings and organisational activities including public functions. Adequate meeting rooms shall be provided for all staff based on demonstrated need.

(32) Meeting rooms are typically equipped with tables and chairs and may contain basic audio-visual equipment and administrative video conferencing facilities. Meeting rooms may be configured similar to classrooms in terms of furniture but are generally not equipped with teaching technology and infrastructure that is present in dedicated teaching spaces. Meeting rooms should not be used for learning and teaching activities as they may not provide a positive student experience.

Quiet space

(33) Quiet spaces are normally a small, non-bookable meeting or work area to support working by staff, students and visitors normally located in open-plan spaces. These spaces may also be used as a hot desk.

Video conferencing spaces (learning and teaching/administrative)

(34) Adequate space for video conferencing facilities will be provided for both learning and teaching (interactive video

teaching) and administrative use (administrative video conferencing). The Division of Information Technology will determine the requirements for video conferencing technologies.

Print spaces

(35) Adequate copying and printing facilities will be provided for staff, based on demonstrated need and business case. Where possible, these facilities will be shared and will not be located in an otherwise usable space such as an office.

General storage space

(36) Organisational units will generally have access to limited storage space in their geographic area and should manage the storage of items within these spaces.

(37) Organisational units must ensure that document storage spaces adhere to the [Records Management Policy](#), if applicable, and should seek to implement processes and practices to minimise the need to retain physical documents.

(38) Commonly accessed documents, books and periodicals should be stored in central areas such as staff common rooms, but not necessarily in a dedicated room or space.

(39) Organisational units should attempt to manage storage centrally as opposed to multiple smaller spaces where circumstances allow.

(40) Where additional storage space is required or where an organisation unit wants to increase storage space by conversion of an otherwise useable space, such as an office, the Facilities Management (FM) department must be consulted.

Parenting/Carer rooms

(41) The University will take reasonable steps to provide dedicated parenting/carers rooms. These will be dedicated spaces and while they may be utilised infrequently, cannot be altered or used for other purposes without prior discussion with and approval by CSP.

Staff rooms

(42) Access to staff rooms, tea rooms and/or kitchenettes will be provided for groups of staff and postgraduate students as appropriate. Depending on the size and layout of existing buildings, different groups of staff, students and tenants may be required to share kitchenettes. Normally, there will be one shared kitchenette per building, but in some areas on campus, a number of smaller buildings may share a kitchenette/staff room in one shared access area of one building. The provision of cooking equipment such as toasters and toaster ovens will only be permitted in suitable spaces where dedicated exhaust ventilation is provided and approved by FM.

(43) The use of food storage and preparation facilities within offices and office areas outside of dedicated staff room/kitchenette is not permitted.

Multi-faith and prayer rooms

(44) The University will endeavour to provide a multi-faith and prayer room on each campus for the use of both students and staff. Given the constraints on space within the University, these rooms will not be for the exclusive use of one, or some group/s.

Toilets, showers and changing facilities

(45) In new buildings, all toilet facilities (including accessible facilities) will be:

- a. provided in accordance with the National Construction Code (NCC) (formerly BCA), and
- b. shared by all building users. Separate facilities for staff will not be provided unless deemed appropriate based on function and requirement.

(46) Showers and changing facilities are to be provided on each campus. These will be shared facilities to support a particular precinct or zone on campus and may be located in a recreation facility such as a gymnasium, or as part of a bike storage complex.

Learning and teaching, research, student and social spaces

(47) All learning and teaching space should, where possible, be flexible, adaptable and well-utilised to achieve higher occupancy rates where appropriate.

(48) All learning and teaching spaces should be centrally timetabled so that utilisation can be measured. Some spaces may be booked only by selected groups based on specialisation. Refer to the [Timetable Policy](#) and associated information.

Lecture theatres

(49) Lecture theatres are stepped floor or tiered spaces used for learning and teaching. They are equipped with fixed tables and chairs or chairs with tablets and are generally not tied to a specific subject or discipline.

(50) These spaces may:

- a. be identified as lecture theatres, lecture halls, lecture rooms or auditoriums
- b. include a podium, stage, backrooms, control room, breakout rooms and other support spaces
- c. contain standard to high-end multimedia/audio-visual equipment, lecture capture and/or interactive video teaching (IVT) equipment to deliver a consistent student learning experience, and
- d. be used for other activities such as University or community seminars and conferences, although they are generally reserved for learning and teaching purposes.

Flat floor teaching spaces

(51) Flat floor teaching spaces are rooms or spaces used primarily for learning and teaching that are not configured for a specific purpose and are not stepped or tiered.

(52) Flat floor teaching spaces include rooms or spaces generally used for timetabled learning and teaching activities that require no special, restrictive equipment or configuration. These spaces may:

- a. be identified as lecture rooms, seminar rooms, general purpose classrooms or tutorial rooms
- b. be equipped with tablet arm chairs, table and chairs, or similar type of seating
- c. contain standard multimedia equipment and lecture capture or IVT equipment used to deliver a consistent student learning experience, and
- d. be furnished with special equipment (e.g. music equipment, reconfigurable furniture, interactive technology) appropriate to a specific area of study, if this equipment does not render the space unsuitable for use by classes in other areas of study.

Computer laboratories

(53) Computer laboratories are 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.

(54) Computer Laboratories are timetabled general or specialist spaces for groups or individuals that require access to a computing environment. These spaces may be:

- a. general computing spaces configured with benches or tables with computers and standard multimedia equipment and lecture capture or IVT equipment used to deliver a consistent student learning experience, or
- b. specialised computing spaces with non-standard hardware configurations, specialised or customised software, or space needs that are not provided centrally.

(55) Outside of timetabled hours, general computing spaces are open for individual or group work on a non-scheduled, walk-in basis.

Specialist laboratories

(56) Specialist laboratories are spaces used by regularly scheduled classes that require special purpose environments and/or equipment for student participation, experimentation, observation or practice in a field of study.

(57) A class laboratory is designed and/or furnished with specialised equipment to serve the needs of a particular area of study for group instruction in regularly scheduled classes. The design, environment and/or equipment in such a space normally precludes its use for other areas of study. Included in this category are spaces generally referred to as teaching laboratories, clinical spaces (e.g. pharmacy, medical imaging, dentistry, human movement), field buildings (e.g. shearing shed, greenhouse, equine arena) and sporting facilities (e.g. gymnasium, oval, aquatic centre).

(58) The sharing of laboratory space between schools or disciplines will be encouraged where possible.

Studio and performance spaces

(59) Studio and performance spaces are spaces specially equipped and/or designed for use for individual or group experimentation, observation, practice or study in a particular field of study.

(60) These spaces are used for media production (e.g. TV, sound, photo multimedia and radio studios), visual arts (e.g. fine arts, textile and design studios) and performing arts (e.g. drama studios, theatre and playhouses).

Learning commons, informal learning space and social space

(61) Shared multi-purpose informal learning and social space for undergraduate students, postgraduate students and staff is generally provided through Learning commons initiatives and is to be considered for inclusion in other capital works projects.

(62) Where possible, spaces, either formal or informal, should be provided which are suitable for students to work, meet and socialise together.

(63) Where possible, the spaces identified above should be attached to a particular organisational unit or primary custodian through agreement or delegation. This will encourage custodianship and appropriate management to achieve greater utilisation.

Section 5 - Glossary

(64) This guideline uses terms as defined in the [Facilities and Premises Policy](#) and [Facilities and Premises Procedure - Space Management](#).

Status and Details

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