



THE UNIVERSITY OF
NOTRE DAME
A U S T R A L I A

Policy:

Space Allocation

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Policy Sub-category: Physical
Facilities

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1. OBJECTS OF THE UNIVERSITY

The University's Objects are defined in Section 5 of its Act of Parliament:

The Objects of the University are:

- (a) the provision of university education, within a context of Catholic faith and values; and
- (b) the provision of an excellent standard of -
 - i. teaching, scholarship, and research.
 - ii. training for the professions; and
 - iii. pastoral care for its students.

2. PURPOSE AND SCOPE

- 2.1. Space at The University of Notre Dame Australia (the University) is allocated based on its availability and considering the requirements of the activities to be undertaken within the space. While the allocation of the space will be managed with the best endeavours, Campus Infrastructure and Facilities (CIF) is unable to guarantee all requests for space will be met, or that all allocations of space will conform precisely to this policy.
- 2.2. This policy sets out general principles relating to the allocation and planning of space allocation, namely, that:
 - 2.2.1. Space is University space and not owned or designated to individuals, Faculties, Schools, or Professional Services areas.
 - 2.2.2. The management of all University spaces and occupancy including space allocations and reallocations will be administered by CIF.
 - 2.2.3. Space is allocated in a consistent and equitable way, across different disciplines and activities, in alignment with strategic priorities.
 - 2.2.4. A consistent framework will be used to allocate space between teaching, learning, research, meeting, social, event, commercial and administration activities.
 - 2.2.5. University space is a finite resource and will be allocated to maximise efficiency and utility to the University.
 - 2.2.6. The guidelines support the future allocation and reallocation of space, refurbishment, or new build facilities and **not retrospective**.
 - 2.2.7. Faculties, Schools, and Professional Services areas should work within their space allocation and reassign space to ensure the guidelines and general principles are met.
 - 2.2.8. All space users must ensure their personal and shared storage/meeting spaces are maintained in a safe and tidy condition.
- 2.3. This policy applies to:
 - 2.3.1. All users of University space and facilities including University employees, students, adjuncts, Emeritus Professors and their related functions; and all building space owned, leased or occupied by University and its associated entities.

3. PROCESS AND KEY CONTROLS

3.1. Workspace allocation for academic and faculty-based employees

3.1.1. Workspace for academic employees shall be allocated according to table 1 below.

Table 1. Workspace Allocation (Academy and Professional Faculty employees)

Category	Class/Level	Space type	Area sqm UFA	Office Ancillary
Member of SMG, Academic/Faculty Executive or Direct report to member of SMG	Executive Academic D and E	Cellular Office	10 to 12	Included
Academic	A, B, C	Shared office environment. Discipline dependent	5 to 6	2
Professional and Technical	Hew 4-10	Open plan/shared office	5 to 6	2
Casual/ Sessional Teaching focused / Transient staff	–	Hot desk	3 to 4	1
HDR students	–	Open plan/shared office	3	Included

3.2. Faculty Principles

- 3.2.1. Academic, Level D, Level E, Faculty Executive and Direct reports to SMG, are eligible for a cellular office. Allocation of a cellular office is not an absolute entitlement.
- 3.2.2. Individual allocation will be considered based on usable space availability, building configuration, services availability, discipline dependency and impact on operations. An allocation must be signed off by Faculty Executive Dean/SMG.
- 3.2.3. Casual/sessional and fractional appointments will be expected to share an office or workspace with other employees, including bookable desks or hot desks.
- 3.2.4. Adjunct staff will be provided with access to hot desks where required and available.
- 3.2.5. Emeritus Professors who remain research active or have a teaching load may be allocated an office if approved by the Pro Vice Chancellor, Research or Deputy Vice Chancellor, Learning and Teaching and based on their fractional contribution to same.
- 3.2.6. For fixed-term appointments of six months or less, the allocation of the office space will be at the discretion of the Head of School or the Department.
- 3.2.7. There is an expectation that employees with an allocated office attend campus at least three full days a week. Utilisation will be monitored, and this may result in their entitlement being withdrawn and the office reallocated, if not supported by the Faculty Executive Dean/Member of SMG.
- 3.2.8. For leave or off-campus or lengthy periods on research leave, annual leave or other extended periods, office/desk space may be reallocated. When employees are on leave or assigned to another location, CIF should be notified, should a School or professional service area wish to reallocate the space.
- 3.2.9. Employees other than the Vice Chancellor, who work across campuses will only be allocated one space. Space on other campuses will be allocated based on availability.
- 3.2.10. Employees working across campuses with an office on one campus will be required to share space at another campus in a hot desk or similar arrangement. This applies to

employees at any level.

3.2.11. All learning and teaching space must be centrally timetabled unless approved otherwise by the Deputy Vice Chancellor, Learning and Teaching and Chief Property and Facilities Officer (CPFO). (Specialist labs are an example).

3.2.12. Faculties and schools must not block book learning spaces unless those spaces will be fully utilised, requests should be made to the University timetabling team.

3.3. Workspace allocation for professional (central) employees

3.3.1 Workspaces for professional employees shall be allocated according to table 2 below.

Table 2. Workspace Allocation (Professional Services, Non-Faculty)

Space occupant	Space type	Area sq m UFA	Office Ancillary
SMG members and direct reports	Cellular Office	10 to 12	Included
Professional Employees	HEW 4-10 Open plan/shared office	5 to 6	2
Casual/ Sessional Staff/Transient Employees	Shared workstation or Hot Desk	3 to 4	1

3.4. Professional Employee Principles

3.4.1 Only SMG members or direct reports to SMG members are eligible for a cellular office. Allocation of a cellular office is not an absolute entitlement. Individual allocation will be considered based on usable space availability, building configuration and services availability.

3.4.2 Part-time and fractional appointments may be expected to share an office or workspace with other employees, e.g., hoteling or hot-desking.

3.4.3 Employees at any level working across campuses, with an office on one campus, will be required to share space at another campus in a hot desk of similar arrangement.

3.4.4 There is an expectation the employees with allocated offices attend campus at least three full days a week. Utilisation will be monitored, and this may result in their entitlement to an office withdrawn and the office reallocated, if not supported by the relevant, member of SMG.

3.5 Overcrowding in teaching and learning spaces

3.5.1 Activities in teaching and learning spaces should not exceed the room capacity, capacities will be notified in or outside each teaching space. In the event of overcapacity, contact should be made to the timetabling team for classes to be assigned to larger capacity venue.

3.5.2 If the number of attendees exceeds the official capacity, the person leading the activity must assess the ability to proceed safely.

3.5.3 Removing furniture or changing furniture configuration does not change the official capacity of the space.

3.5.4 Teaching room layouts if changed must be reinstated for the next timetabled occupants.

3.6 Research space

3.6.1 CIF will allocate research laboratory space per STEM HDR student efficiently with reference to the TEFMA benchmark of 3m² UFA per STEM HDR student. Non-STEM researchers will be allocated per table 1 criteria.

- 3.6.2 Requests for research laboratory space will be assessed by the CIF and allocated with a view to maximising the use of research activity per m² and encouraging the maximum amount of sharing.
- 3.6.3 Requests which exceed the allocated space standard will be required to be approved by the Pro Vice Chancellor, Research.

4. INCREASED OR ADDITIONAL SPACE

- 4.1. Requirements for material increases in space should be identified during the annual operational planning and advised to the CPFO.
- 4.2. Capital investment required to deliver additional, or refurbishment of space should be submitted through the CPFO.
- 4.3. **Variations to allocated space**
 - 4.3.1. CIF may assess requests from organisational units seeking to vary their allocated space from this guideline. In such circumstances, CIF will require:
 - 4.3.1.1. Substantiation by the relevant Executive Dean or Director of the organisational unit; and
 - 4.3.1.2. Final approval from the Deputy Vice Chancellor, Learning and Teaching or Deputy Vice Chancellor, Finance and Chief Operating Officer if there is a disagreement between parties for an allocation of space greater than that specified in this guideline.
- 4.3 **General**
 - 4.3.1 An appropriate number of small meeting rooms, booths, or semi-private space can be provided for employees accommodated in shared or open-plan work areas to provide privacy for meetings, phone calls and activities requiring an element of privacy.

5 KEY REQUIREMENTS

- 5.1 **Requesting and using space**
 - 5.1.1 Heads of Schools and Organisational Units must:
 - 5.1.1.1 Formally request space through CIF and provide sufficient accompanying substantiation and justification for the request. Unforeseen or ad-hoc requests for space should be made to CIF as soon as practicable.
 - 5.1.1.2 Seek approval from CIF in respect of major changes in space use and/or reallocation of space.
 - 5.1.1.3 Structural space changes must not be made, all such requests should be directed to CPFO.
 - 5.1.1.4 Ensure all meeting rooms, teaching rooms and other bookable spaces are booked through Outlook for timetabling systems.
 - 5.1.1.5 Request approval from the CIF for a change of use of space or withdrawing space from central timetabling. It may be appropriate, for example, for specialist space to be removed from central timetabling.

6 ROLES, RESPONSIBILITIES AND ACCOUNTABILITIES

6.1 Heads of Schools and Organisational Units

- 6.1.1 Heads of Schools and Organisational Units will:
- 6.1.2 Comply with and inform staff of the guidelines.
- 6.1.3 Contact the CIF to request space or seek approval for changes in the use or allocation of space.
- 6.1.4 Ensure the effective and efficient use of space in their custody and promptly advise CIF of any space they no longer require (and release such space if directed by CPFO).
- 6.1.5 Ensure space users in their organisational unit are using their space for the activities it has been allocated for and in accordance with TEFMA space standards.

6.2 Space Users (University students and employees)

- 6.2.1 Space users are responsible for complying with safe operating practices in their allocated space, including the use of any equipment. Please refer to the University's Work Health and Safety policy and guidelines for additional advice and guidance if there are any concerns

6.3 Campus Infrastructure and Facilities Division

- 6.3.1 The CPFO, CIF Staff will:
- 6.3.2 Ensure that University space complies with relevant jurisdictional occupational Safety and Health legislation and any other requirements in collaboration with People and Culture.
- 6.3.3 Assess requests for space against relevant indicators, benchmarks, guidelines and requirements.
- 6.3.4 Allocate space so that its use is efficient and promotes opportunities for sharing of facilities among all users.
- 6.3.5 CIF and HSW staff have a right to access all University spaces for the purposes of audit, subject to occupational safety and health requirements. Space users must not unreasonably deny access for the purpose of undertaking a review of the space, including providing access for the purposes of undertaking a review of the space, including providing access to laboratory space. If required Schools or professional services areas will provide suitable escorts and access to allow CIF/People and Culture to discharge its responsibilities.

7 MONITORING, REVIEW AND ASSURANCE

- 7.1 The CPFO is responsible for the implementation and enforcement of this guideline, including ensuring undertaking regular interviews of the space use.
- 7.2 CIF will review this guideline as required to ensure its currency and relevance to the management and allocation of space at the University.

8 RECORDING AND REPORTING

- 8.1 CIF will monitor, audit and stock-take the provision, management, and use of space and, as appropriate, initiate the reallocation of space to alternative users and/or users. The CPFO will report to the Deputy Vice Chancellor, Finance and Chief Operating Officer on the outcomes of these activities.

9 RELATED DOCUMENTS

9.1 TEFMA Space Planning Guidelines. January 2009

10 DEFINITIONS

10.1 For the purpose of this Policy, the following definitions apply:

CIF means Campus Infrastructure and Facilities

HDR means higher degree research (student)

Hoteling, hot desk, hot-desking means a method of office management in which workers dynamically schedule their use of workspaces such as desks and cubicles.

Office Ancillary refers to meeting rooms, breakout space, resource rooms, storage space and lunch/tea facilities within a specific area. The space allocation informs the design of office environments.

Research laboratory refers to all spaces used to support laboratory research activities including wet and dry research laboratory spaces, specialised research spaces, preparation rooms, and ancillary spaces such as autoclaves, hot and cold rooms, workshop spaces, research equipment hubs, instrumentation rooms, specialist storage, scientific waste disposal and animal accommodation. This measure excludes office accommodation for academics and HDR's engaged in research.

STEM means Science, Technology, Engineering and Maths

SMG means Senior Management Group

TEFMA – Tertiary Education Facilities Management Association

UFA means Usable floor area.

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1	20 July 2023	Vice Chancellor	Effective date – new Policy.