



SPACE MANAGEMENT MODEL

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PRINCIPLES OF SPACE MANAGEMENT

The following principles have been developed to clarify issues relating to the management of the University's space.

- All space is provided and administered by the University.
- The objectives of space management should be framed in terms of efficiency and effectiveness.
- University space shall be appropriately allocated to support its teaching, learning and research needs, which is aligned to the strategic objectives of the University.
- The University will allocate a suitable working space to all of its employees in accordance with the space allocation guidelines.
- The University will provide centrally timetabled general and specialist teaching space that enables students to complete core units in a course level, to satisfy course rules and to complete specified elective combinations.

SPACE MANAGEMENT OPERATING GUIDELINES

- The Facilities Management Services Division will manage and allocate space for the purpose of University business.
- The Facilities Management Services Division will manage and coordinate the centralised timetable process as well as process meeting room and ad-hoc bookings in centrally managed classrooms and meeting rooms. (Central Timetable Principles and Guidelines are detailed at Appendix 1.)
- A range of strategies shall be implemented to encourage improved utilisation of the University's space. These strategies include a range of Space Charging methodologies eg charging for booked space that is not used for timetable and ad-hoc bookings. Other methodologies of space charging may be considered in the future.
- The Facilities Management Services Division will undertake regular reviews of space utilisation in both teaching and non teaching space, and in accordance with University space allocation guidelines and space utilisation standards, will develop plans and processes to:
 - collect data, monitor and analyse utilisation;
 - optimise utilisation of existing space allocations; and
 - effect changes that provide benefit to the University.
- Conflict resolution relating to space allocation or central timetabling will normally be resolved by negotiation between the parties concerned, mediated by an appropriate Business/Space Manager from the Facilities Management Services Division. Conflicts that cannot be resolved in this manner will be referred to the Director, Facilities Management Services Division, for resolution or recommendation to the Chief Operating Officer.

ROLES AND RESPONSIBILITIES

Facilities Management Services Division

The Facilities Management Services Division is responsible for overall space allocation and coordinating all central room bookings and timetabling processes. All Deakin space must be booked through the Facilities Management Services Division and will be confirmed electronically or in writing.

Facilities Management Services Division will undertake regular audits of teaching and dedicated space to assess the actual usage of the University's facilities as well as assisting in the planning for future capital works.

The space allocation standards referred to in this document will be consistent with those listed in the Deakin Design Standards.

Faculties/Schools/Divisions/Departments

These departments are responsible for:

- determining and recording, with the assistance of Facilities Management Services Division, the space required for teaching and non-teaching activities;
- periodically provide information on the use, occupancy and time usage profile of allocated space; and
- maintain the optimal use of space in accordance with the university's space allocation and utilisation guidelines.

DEFINITIONS

General Purpose Teaching Space	Spaces which are generally equipped and configured for the delivery of lectures, seminars and tutorials and categorized by their capacity/size, structure, facilities and equipment.
Specialist Teaching Space	Includes laboratories, studios, workshops and similar types of space which are equipped and configured in such a way as to limit their suitability for purposes other than those for which they have been designed.
Lecture Theatre	Designed for formal lectures. Generally has a tiered floor and fixed seating.
Seminar/Tutorial Room	May be used for lectures, seminars or tutorials but configured less formally with a flat floor and moveable furniture.
Open Plan	Open plan refers to a work area which has limited partitioning to subdivide work areas or functions. Workstations normally have low height screen dividers to partially separate individual workstations.
Room Utilisation	A measure of how often rooms are used.
Dedicated Space	Space which is primarily used by one faculty/school or department.
EFTSU	Equivalent Full Time Student Units

SPACE PLANNING RATIOS

In order to undertake space planning the following ratios are used as a guide to assist in the assessment of needs for faculty-dedicated space. The ratios are applied using EFTSU totals for a faculty on which the guidelines can be applied. The ratios include dedicated teaching/research space that may or may not be timetabled centrally.

Table 1: Planned m²/EFTSU Space Ratios

ACADEMIC CATEGORIES	PLANNED AREA PER EFTSU
Faculty of Arts <ul style="list-style-type: none"> • Creative Arts 	3 m ² 6 m ²
Faculty of Business & Law	1.25 m ²
Faculty of Education	3 m ²
Faculty of Health & Behavioural Sciences	4 m ²
Faculty of Science & Technology <ul style="list-style-type: none"> • Architecture 	10 m ² 6 m ²

SPACE ALLOCATION AND UTILISATION GUIDELINES

The following tables set out the standards that are to be applied when planning, designing and allocating space for teaching purposes, general office accommodation space, meeting rooms and general space. The assessment of how well teaching space is being used by the University is determined by measuring actual utilisation against the utilisation standards listed.

Table 2: Non Teaching Space Allocation Guidelines

NON TEACHING CATEGORY	AREA
Offices	Normally 10 m ² (size may vary slightly due to building structure or architectural features)
Open Plan Offices	5 - 6 m ² per workstation including space for filing cabinet and internal circulation (excludes primary circulation and shared discussion zones)
Postgraduate Research Student	4 m ² per workstation in shared office or open plan
Meeting Room	2 m ² per person

- Larger offices are to be approved by the Vice Chancellor following written application by the relevant stakeholder representative. Applications are to be forwarded to the Vice Chancellor via the Facilities Management Services Project representative.
- Where the University requires staff members to work at a campus other than their 'home campus' location, staff members will be required to use shared space and not another dedicated office. Exceptions to this provision must be agreed to by the Chief Operating Officer.
- Fractional staff, up to 0.5, are not normally provided with a private office but will have access to shared office accommodation.
- The functional requirements of the occupant will have a bearing on the actual allocation of space as will the size, number and location of available offices.

Table 3: Teaching Space Allocation Guidelines

TEACHING CATEGORY	AREA PER EFTSU
<p>General Teaching Space</p> <p>Lecture Theatre (tiered)</p> <p>Seminar/Tutorial classroom</p>	<p>1 - 1.3 m²</p> <p>2 m² plus 5 m² per room</p>
<p>Specialist Teaching Space</p> <p>Gymnasium</p> <p>Laboratories: Science, Arts, Engineering, Health etc</p> <p>Laboratories: Preparation and storage</p> <p>Laboratories: Computer</p> <p>Studios: Fine Arts, Sculpture, Engineering, Architecture etc</p> <p>Studios: Preparation and storage</p>	<p>5 - 7 m²</p> <p>4 - 6 m²</p> <p>1 – 1.3 m² 2.5 m² per workstation plus 5 m² per room</p> <p>AAPPA Standards (2003 version) and consultation with relevant Faculty</p> <p>1 m²</p>

- When applying the space allocation guidelines, consideration needs to occur on the implications for the effectiveness of space.

Table 4: Teaching Space Utilisation

The following space utilisation rates indicate “good practice” for room utilisation of teaching space.

SPACE TYPE	TARGET ROOM UTILISATION
Lecture Theatres <ul style="list-style-type: none"> - large (250 + seats) - medium (180 – 250 seats) - small (60 – 179 seats) 	80%
Teaching <ul style="list-style-type: none"> - large flat floor teaching areas (non-theatre) - classrooms - tutorial rooms 	75%
Computer Laboratories	75%
Laboratories	50%
Workshops <ul style="list-style-type: none"> - engineering, biology, psychology 	50%
Studios <ul style="list-style-type: none"> - architecture, painting & drawing, sculpture, ceramics, textiles, printmaking, dance, drama 	75%
Practice Rooms <ul style="list-style-type: none"> - dance and music - music - 	80%
Meeting Rooms	45%

- Utilisation of teaching spaces should be optimized to ensure acceptable classroom utilization rates, classes may be scheduled Monday to Friday from 8.00 am to 6.00 pm with the spread of room utilisation generally even. Where some teaching spaces are under-utilised, efforts will be made to make such space available for University needs.

REFERENCES

The following publications and references were used in the development of this document.

- Australasian Association of Higher Education Facilities Offices (AAPPA) (2003), Space Planning Guidelines – Edition 2
- Department of Education, Training & Youth Affairs (2000), Benchmarking – A Manual for Australian Universities
- Higher Education Funding Council for England (HEFCE) (2002), Space Management in Higher Education
- Higher Education Funding Council for Wales (2002), Space Management – A Good Practice Guide
- University Grants Committee of Hong Kong (2000), Space and Accommodation Study
- University of South Australia (2002), Space Management
- Victorian Department of Treasury & Finance (2001), Office Accommodation Guidelines
- Various space standards and guidelines from the following Universities:
 - University of Adelaide
 - University of South Australia
 - University of Technology Sydney
 - Griffith University
 - University of Melbourne
 - Royal Melbourne Institute of Technology

APPENDIX 1: CENTRAL TIMETABLE PRINCIPLES AND GUIDELINES

Timetabling Principles

The following are specific principles that form the basis for centralised class timetabling in the construction of the university timetable:

1. maximizing stability and predictability of class schedules;
2. maximizing flexibility of student choice, including cross-Faculty enrolments;
3. maximizing effective and efficient utilisation of teaching areas, ensuring that allocations are fair, equitable and compatible and full usage potential is maximized;
4. teaching has precedence over non-teaching activity;
5. larger classes have precedence over smaller classes;
6. activities which occupy large blocks of time have precedence over those which occupy small blocks of time;
7. Specialist teaching space shall be used for its designated purpose;
8. Activities requiring specialised teaching facilities have precedence over those requiring general teaching facilities.
9. Timetables will be re-optimised through complete (zero based) re-scheduling on average every 5 years or as significant curriculum or resource changes demand.

Timetabling Guidelines

Centralised class timetabling is guided by the following considerations:

1. all space used for the delivery of award courses will be included in the central timetable;
2. the timetable for the forthcoming academic period will be published at a time, and in a manner, which permits all students to be informed of the timetable when selecting the units in which to enrol/re-enrol;
3. stability of lectures for core units, endorsed elective combinations and postgraduate units to the extent allowed by major changes in courses, room availability and academic availability;
4. room availability and usage;
5. academic staff availability for professional reasons;
6. elective combination choices of 10 or more students.

Standard Teaching Times

1. Core teaching hours are Monday to Friday between the hours of 8am and 6pm for undergraduate classes and a mix of daytime and evening hours (up to 10pm) for postgraduate classes.
2. Classes will be spread evenly over a full week.
3. Classes will commence on the hour and all activities are required to vacate the teaching venue 10 minutes prior to the scheduled finish time.
4. Faculties that adopt patterns of timetabling in particular cases that do not utilise all days of the week or hours of the day may be given lower priority in scheduling.

Timetable Changes

1. Once the timetable is published, it is important that any changes to the timetable are kept to a minimum and must be approved by the relevant Faculty Administration Manager (or nominee).
2. Valid reasons for changes include:
 - changes in student enrolments;
 - changes in availability of staff for professional reasons;
 - a unit is no longer deemed viable;
 - a venue is regarded a health or safety hazard;
 - reasonable adjustments to accommodate students and staff with special needs.
3. Cancellation of classes are to be advised via email to the relevant campus Venue Coordinator:
Melbourne: bookings-burwood
Geelong: bookings-geelong
Warrnambool: bookings-wbool

Timetable Roles and Responsibilities

1. *Facilities Management Services Division* is responsible for coordinating all central timetabling processes, using the corporate timetable system “Syllabus Plus”.
2. *Faculties and Schools* have timetable responsibility for:
 - Preparing, verifying and entering data into the timetabling system;
 - Regularly checking information to ensure accuracy of data;
 - Making timely adjustments to the published timetable, if necessary;
 - Advising students of significant changes to the published timetable.