CIT Corporate Service

Space Management Manual

Version 02 Issue 01
3 September 2018

Printed copies of this text are not controlled.
Always check the CIT Staff Website http://staff.cit.act.edu.au
to ensure this information is accurate.

Forward

Space is one of the major assets of VET and higher education institutions, and on average represents around 20% of the costs of operating an institution. While this incurs a major cost to an institution, the availability of appropriate space is essential to support the learning and community services objectives of our institutions. The provision of the right space is becoming even more important as institutions increasingly compete for students and funding. The management of space is therefore an essential part of an asset management strategy for any institution.

The CIT Space Management Policy will assist CIT in the day-to-day allocation of space and the establishment of biennial utilisation target percentages (key performance indicators) for both learning and non-learning space.

Contents

Introduction 4

Definitions 5

Space Management 7

- Principles 7
- Responsibilities 7
- CIT Space Register 8

Booking of Learning Spaces 10

- Principles 10
- Responsibilities 11
- Procedures 11
- References 12

Space Utilisation 13

- Principles 13
- Responsibilities 13
- Factors affecting space utilisation rates 14
- Indicative good practice space utilisation rates 15
- References 15

Space Allocation Guidelines 16

- Principles 16
- References 16
- Table 1: Non Learning Space Allocation 18
- Table 2: Learning Space Allocation 20

Non learning work space criteria 21
General 21
Workplace Density 21
Enclosed offices 21
Workstations 22
Support spaces 22
Storage 23
Circulation space 23
Version Register 24

Introduction

The following principles have been developed to clarify governance matters in respect to space management and allocation and to guide the Canberra Institute of Technology (CIT) towards the maximisation of usage of existing and future space:

- All space is provided and administered by CIT;
- CIT has developed space allocation and operational principles, which will inform the provision of space across all campuses and learning centres;
- CIT recognises core learning space is available from 8:00am – 9:00pm Monday to Friday, but that it can be made available for use outside of this timeframe;
- The CIT Executive Management Committee will oversee the general allocation and rationalisation of space, which will lead to an optimal use of space;
- All learning space (including purpose-built facilities) will be administered through Banner 8: Location Management and Housing Module;
- CIT will take account of the elements of time used and area of space occupied in determining levels of space utilisation; and
- CIT will allocate a suitable working space to all of its employees in accordance with the space guidelines and standards.

The following operating principles will assist CIT in the day-to-day management and allocation of space and the establishment of biennial utilisation target percentages for both learning and non-learning space.

This will enable CIT management to measure usage against actual facilities and will be available to assist managers in the space planning and review processes.

CIT has adopted a functional space model (m^2/person or workstation) for the allocation of space.

Space standards for learning spaces have been sourced from;

- Space Planning Guidelines- Edition 3- Australasian Tertiary Education Management Association-2009.

Space Standards for non learning office spaces have been sourced from:

- ACT Public Service Workplace Health and Safety Policy: No 21- Space Standards and take due regard of The ACT Government Real Estate Policy.
- ACT Government Real Estate Policy (GREP): Office Accommodation and Fit-out Guidelines

Definitions

Area - GFA: Gross Floor Area: A floor area in m^2 which is the sum of all fully enclosed and unenclosed covered floor areas of a building.

Area - UFA: Useable Floor Area: A floor area in m^2 measured from the inside face of the walls and deducting all common use areas (corridors, etc) and non-habitable areas (lifts, stairs, service ducts, etc).

Activity Based Work: ?????

BANNER 9: Location Management and Housing Module: A module of the BANNER 9 Student System, which defines all space attributes of CIT learning spaces and provides for registering and recording of space bookings.

CIT Space Register: A comprehensive register listing all operational attributes of space on CIT's campuses. The register also includes space utilisation data and links to Equipment Schedules and Condition Reports. The Register will be maintained by Facilities Unit.

Event: A one off space booking for an activity other than an ongoing CIT class. Event bookings will be carried out by Facilities.

Hot Desking: The practice of sharing dedicated work spaces between two or more persons.

Location Management and Housing Module: A module of the BANNER Student System, which defines all building and space attributes at CIT.

Space Responsibility Officers: Representatives of Colleges/Divisions who have been allocated responsibility for restricted spaces.

Shared workstations: An inclusive term for any non-dedicated office, transit office or hot desk space.

Single-purpose workstation or office: an office or workstation reserved for the exclusive use of a single staff member or student. Generally for a medium to long-term occupant (over one month or semester).

Space: Physical property resources within CIT that may be learning or non-learning areas and may include open spaces.

Learning Space: A space provided for learning delivery

Learning Space: A space managed by CIT Colleges for the provision of information access and delivery, information literacy development, and flexible learning support. Includes all learning commons spaces.

Lecture Space: A centrally timetabled flat or tiered floor learning space with a minimum standard of learning equipment for multi class course delivery.

General Purpose Learning Space: A centrally timetabled flat floor learning space with a minimum standard of learning equipment for single classes.

Special Purpose Learning Space: A flat floor learning space for specific learning delivery with a minimum standard of learning equipment for single classes and restricted in use to a particular centre or business unit which is managed by a designated centre responsibility officer.

Specialist Learning Space: A space equipped for a specialised learning function e.g., media studio, kitchen, restaurant or mechanical workshop. Use of these spaces for other learning purposes may legitimately be prohibited for reasons of WHS or security of highly specialised equipment that cannot be stored securely.

Non Learning Space: A space accommodating teaching staff offices, administration and learning support functions such as student help desk and counselling.

Commercial Space: A space licensed or rented to entities other than CIT.

Unrestricted space: A space that can be booked by an authorised user at any time for any class.

Space Responsibility Officers: Representatives of a College who have been allocated responsibility for Special Purpose Learning Spaces and Specialist Learning Spaces.

Transit workstation: An office set up with basic facilities (generally desk, chair, telephone and PC) to temporarily house a staff member or student on a short-term basis, typically one day to one month or less. No personal equipment or files would be stored in a transit office.

Utilisation: The allocated and actual occupation of areas within CIT.

Space Management

Principles

1. All CIT space is owned by CIT and managed by the CIT Corporate Services. Colleges may at times be charged with custodianship of Special Purpose Learning Space or Specialist Learning Space. This custodianship does not infer ownership rights.

2. CIT Corporate Services-Facilities with input from Corporate Resources Committee and the Executive Management Committee will allocate space for the purpose of CIT business.

3. Allocated space will be provided to a standard level of amenity (refer Space Allocation Guidelines: Tables 1 and 2). Higher levels of amenity may be provided however, the cost differential above the standard provision will be the responsibility of the relevant centre director and initiated with approval from the Executive Management Committee.

4. Provision of new space or facilities or alterations to existing space will only occur after consultation with CIT Corporate Services- Facilities, the Corporate Resource Committee and the College/Division having oversight of the space and will require the authorisation of the Executive Management Committee. Urgent reallocations of small areas of space (on a daily operational basis) will be made in consultation with CIT Corporate Services - Facilities.

5. The provision of any agreed changes to current space allocations is contingent upon allocation of an appropriate budget and the endorsement of the Executive Management Committee. The budget may be derived from allocated expenditure within the Capital Works Program or funded by the relevant College/Division with the authorisation of the member of the CIT Executive having oversight of the College/Division.

6. Where Colleges or business entities utilise special purpose facilities, all users will respect the uniqueness of those facilities and equipment therein, and ensure that any activity does not disrupt or become detrimental to the ongoing primary use of those facilities.

7. CIT Corporate Services -Facilities in consultation with CIT College Directors, will undertake annual reviews of space utilisation and, in accordance with CIT space allocation and operating guidelines, will develop plans, processes and timelines to:

    - Collect data, maintain a CIT Space Register, monitor and analyse usage;
    - Optimise utilisation of existing space allocations; and
    - Effect changes that provide benefit to the CIT.

Responsibilities

The following roles and responsibilities are intended to identify management accountabilities for the use, review and allocation of CIT space.

The Executive Management Committee is responsible for:

- Authorising the allocation of additional space or significant alterations to existing space;
- Setting the annual target space utilisation improvement percentages for learning and non-learning space.

Corporate Resources Committee is responsible for:

- Input into:
    - Forward planning for future new space on campus;

- Reviewing “un-restricted’ status of spaces;
- Reviewing changes to the capacity and utilisation of spaces; and
- Facilitating the gathering and updating of space utilisation data;

College Directors are responsible for:

- Referral of space booking and utilisation disagreements to Corporate Services- Facilities and Corporate Resources Committee.
- Determining, with the assistance of CIT Corporate Services - Facilities, the space required for their learning and non-learning activities;
- Advising Corporate Services Facilities of space use and capacity and booking changes to spaces under their custodianship.
- Periodically providing accurate data on the use, occupancy and time usage profile of allocated space;
- Maintaining the optimal use of Special Purpose Learning Spaces or Specialist Learning Spaces;
- Presenting cases for the extension or reduction of allocated space;
- Ensuring that no arbitrary changes are made in respect to booking schedules, function, space attributes or centre responsibility; and

Corporate Services -Facilities is responsible for:

- Overseeing optimal space utilisation for the CIT;
- Resolution of space booking disagreements
- Authorising preferential booking of spaces; and
- Provision of timely and useful reports to the Corporate Resources Committee regarding space utilisation for the CIT;
- Making recommendations to Corporate Resources Committee and Executive Management Committee regarding the CIT’s use of its space and property assets;
- Provision and maintenance of a CIT Space Register to support space utilisation activities;
- Providing and utilising benchmarks, standards and guidelines to support decision making.
- Assisting College Directors and Divisions to determine and record space requirements;
- Determining the capacity (number of users) of various spaces according to benchmarks;
- Undertaking planned space utilisation audits;
- Performing periodic space condition audits to ensure accurate and timely data is being used to support decision making; and
- Performing periodic space audits to establish if learning space booked in Banner 9: Location Management and Housing Module is being used.

CIT Space Register

Corporate Services Facilities maintains a Space Register to manage operational functions of space on CIT’s campuses. This register includes data on type of space, custodianship, space areas, capacity, and utilisation status.

The register will be maintained to reflect current status of all spaces on campuses and satellite learning centres. All changes to space name, use and capacity of spaces are to be notified to Corporate Services Facilities by the custodian centres.

The register will be informed by bi-annual room audits and periodic use reviews to ensure that it reflects the current properties of spaces.

Booking of Learning Spaces

Principles

1. Corporate Services Facilities with the oversight of Executive Director Corporate Services will allocate space for the purpose of CIT activities.
2. Corporate Services Facilities will manage, maintain and operate learning spaces utilising the BANNER 9: Location Management and Housing Module.
3. All learning space bookings and space data of CIT facilities will be booked and stored on BANNER 9.
4. No changes to the booking scheduling, function, space attributes or centre responsibility are to be initiated without approval and change management by Corporate Services Facilities.
5. The Colleges will appoint Space Responsibility Officers (e.g. Education Manager) to assist Corporate Services Facilities in the management of their Special Purpose Learning Spaces and Specialist Learning Spaces.
6. Corporate Services Facilities maintains a CIT Space Register to register and record operational attributes of space on CIT's campuses. All changes to space name, use and capacity of spaces are to be notified to Corporate Services Facilities by the custodian Colleges/Division.
7. When a class booking is no longer needed it should be removed from the BANNER 9 system by contacting the Corporate Services Facilities Booking Officer (contact no: 6207 3577)
8. A College/Division staff member responsible for a Special Purpose Learning Space or Specialist Learning Space has first option to book this space on behalf of the applicable College/Division. All Centre bookings must be finalised 2 weeks prior to the commencement of a semester.

   From that time forward, the Space Responsibility Officer must respond to any request for space bookings within 2 working days. Otherwise the space is deemed available to the requesting officer.

   Other staff can book a Special Purpose Learning Space or Specialist Learning Space only after obtaining agreement from the Space Responsibility Officer. Once agreement is obtained that booking has priority for the agreed period.
9. No staff member should over-ride a space booking made by another member of staff without first consulting the person who made the original booking.
10. CIT College classes have priority when booking spaces through the space booking system.
11. The CIT Corporate Services Facilities will appoint an officer who will be responsible for booking spaces for events (contact no: 6207 3577).
12. This officer must consult the appropriate Centre Space Responsibility Officer before booking an event into a Special Purpose Learning Space or Specialist Learning Space.
13. CIT Solutions space bookings for spaces the Company does not rent from CIT are to be managed as event bookings.
14. A Space Booking audit will be conducted each semester.

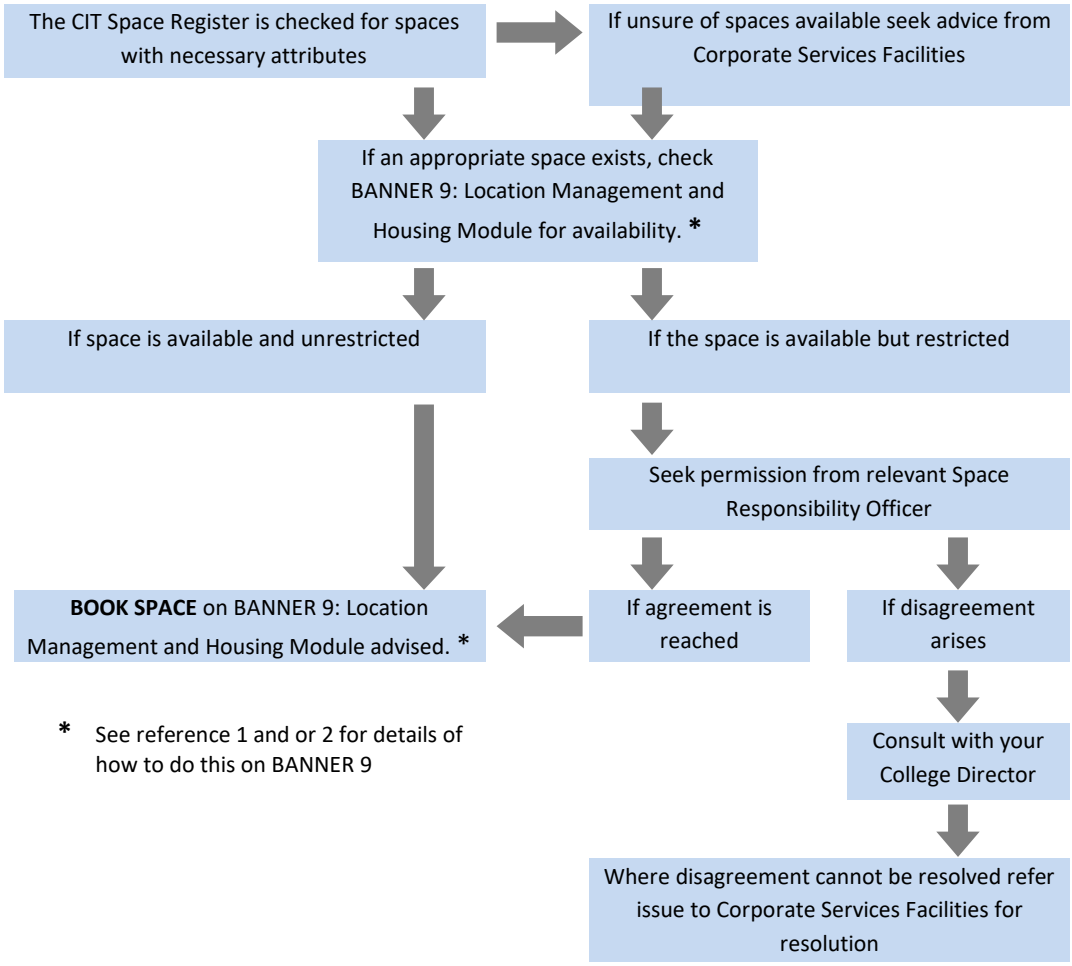
Responsibilities

The CIT Corporate Services is the business owner of the BANNER 9: Location Management and Housing Module. This Corporate Services Facilities is responsible for the entry and maintenance of booking data and booking of Events.

The Student Services will maintain the functionality of the BANNER 9: Location Management and Housing Module. This will include upgrades to the system as appropriate.

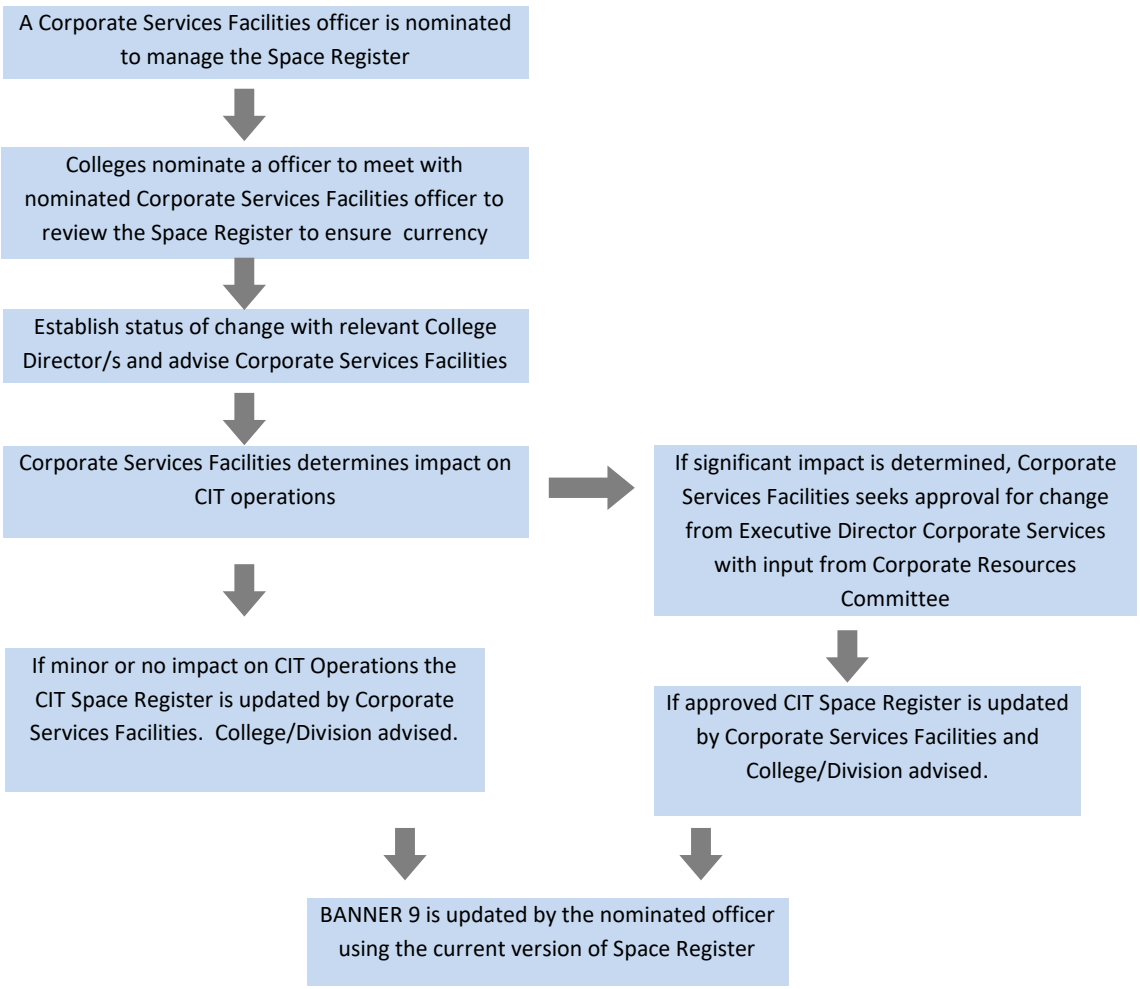
Procedures

Booking a Learning Space



* See reference 1 and or 2 for details of how to do this on BANNER 9

Ensuring currency of the Space Booking Register



References

1. BANNER 9 CRN Creation and Space Booking Training Workbook.
2. Input Timetables – Creating CRNs, Timetabling – Hints for Education Managers

Space Utilisation

Establishing optimal levels of space utilisation is critical in establishing a sustainable asset management strategy. Since the early 1980's The Australasian Tertiary Education Facilities Management Association (TEFMA) has conducted annual surveys in respect to facilities management data for tertiary education institutions. The surveys have enabled TEFMA to establish good practice benchmarks for space utilisation rates

TEFMA's *Space Planning Guidelines Edition 3 – 2009* provides commentary on space utilisation and establishes indicative good practice space utilisation rates for learning spaces in tertiary education institutions.

Principles

1. CIT will manage utilisation of learning spaces to ensure that utilisation is maximised and that established utilisation targets are achieved by 2023.
2. 2023 utilisation targets for learning spaces are;
    - 60% for general learning spaces and computer laboratories,
    - 35% for specialist learning spaces and workshops.
3. Bi-annual space utilisation audits will be carried out to establish room frequency of use and room occupancy rates. The audits will be used to assess performance against 2023 targets, establish optimal capacity models and flexibility of function and inform the Asset Development Strategies.
4. In 2010-11 CIT will revise its CIT Space Register to provide current information on Space Use, Frequency, Occupancy and Utilisation.

Responsibilities

The Board of Management is responsible for setting the annual target space utilisation improvement percentages for learning and non-learning space.

Campus Space Management Groups are responsible for input into:

- Reviews of changes to the capacity and utilisation of spaces;
- Facilitating the gathering and updating of space utilisation data; and

Centre Directors are responsible for input into:

- Determining the space required for their learning and non-learning activities;
- Periodically providing accurate data on the use, occupancy and time usage profile of allocated space;
- Maintaining the optimal use of Special Purpose Learning Spaces or Specialist Learning Spaces;
- Space utilisation negotiations with FAD.

Facilities and Asset Development is responsible for:

- Overseeing optimal space utilisation for the CIT;
- Provision of timely and useful reports to the Board of Management regarding space utilisation for the CIT;
- Provision and maintenance of a CIT Space Register and CAD spatial data to support space utilisation activities;

- Providing and utilising benchmarks, standards and guidelines to support decision making.
- Assisting Centre Directors and Campus Space Management Committees to determine and record space requirements;
- Determining the capacity (number of users) of various spaces according to benchmarks; and
- Undertaking planned space utilisation audits;

Factors affecting space utilisation rates

Space utilisation in tertiary education institutions varies from space utilisation in workplace environments in office, production and retail sectors. Factors affecting space utilisation in tertiary institutions include:

Physical Attributes: A space may be poorly utilised due to its physical attributes such as: its condition; an oversupply of similar facilities; insufficient capacity; too much capacity; wrong location; and changing learning methods causing obsolescence.

Flexibility: Students are being offered a wider range of options within courses, and across disciplines. As students enrol in a greater number of subject combinations the difficulty of timetabling increases, and may lead to decreased utilisation.

Part-Time Staff: Part-Time Staff are not available to deliver programs at all times across the institution's operating hours. This reduces timetabling freedom and may lead to lower utilisation rates for learning spaces.

Room Ownership: Granting control of rooms to groups within an institution reduces the accessibility of other groups to those rooms, and thus reduces the flexibility of timetabling.

Timetabling: Unavailability of a particular resource, such as specialised teaching staff or the student group themselves, may make optimal use of a physical facility impossible.

Learning patterns: Particular learning patterns that vary by institution may have an impact on overall utilisation. For example, practical placements in programs such as community care and nursing may result in periods of low utilisation.

Departmental vs. Institutional Cost: If salary costs are paid from departmental funds, the department may timetable in order to minimise these costs. This may involve hiring part-time teaching staff. A timetable minimising cost to the department may not be the most cost effective timetable for the institution, as the cost of operating and maintaining the learning facilities are often not included when determining a timetable.

Specialist Space: Some highly specialised facilities may not achieve high utilisation rates, but may be required in the successful delivery of an academic program. In these instances utilisation should be looked at in reference to the service provided by the space. This is particularly pertinent for spaces that may be in use when the room itself is vacant (e.g. an unattended research project).

> *Space Planning Guidelines Edition 3 Australasian Tertiary Education Facilities Management Association - 2009*

Indicative good practice space utilisation rates

TEFMA's *Space Planning Guidelines Edition 3- 2009* establishes the following indicative good practice space utilisation rates.[1]

Space Type[2]	Target Room Frequency	Target Room Occupancy	Target Utilisation
Lecture Theatres	75%	75%	56%
Learning	75%	75%	56%
Computer Laboratories	75%	75%	56%
Laboratories[3]	50%	75%	37.5%
Workshops	50%	75%	37.5%
Studios	75%	75%	56%
Practice Rooms	80%	75%	60%
Meeting Rooms	45%	75%	34%

Notes

1. The Space Utilisation Rates shown in the table are indicative only and are based on a typical overall week of 67.5 hours.

2. Given the disparate space types used by institutions throughout Australasia the Space Types used in this table are intended to be broad/generic descriptors.

3. Laboratories and Workshops have a lower frequency of use rate than lecture theatres or teaching areas due to the requirement to provide set-up and additional cleaning time for these areas.

4. Meeting rooms have been calculated as having a low frequency of use due to their use being largely associated with the daytime operation of an institution. It is anticipated that evening use is minimal.

Table 4.6: Space Planning Guidelines Edition 3 Australasian Tertiary Education Facilities Management Association – 2009

References

Space Planning Guidelines Edition 3
Australasian Tertiary Education Facilities Management Association – 2009

Space Allocation Guidelines

This section is intended to guide the assessment of space utilisation at CIT campuses and learning centres and to aid future space planning.

Principles

1. Due to the variety of building designs at CIT campuses, each constraining the internal configuration of space, it is recognised that some existing allocations may not conform to the provisions of *Table 1: Non-learning Space* and *Table 2: Learning Space*. It is also recognised that a discrete area calculation does not necessarily reflect the functionality of space. For example, a poorly configured office may require a greater allocation. Hence the CIT will at all times adopt a common sense approach to the assessment and allocation of space and where areas are within a reasonable tolerance of the guidelines, no changes will be made.
2. All new developments, major alterations and building refurbishments will be planned to accommodate functions in accordance with provisions of *Table 1: Non-learning Space* and *Table 2: Learning Space* unless it can be established that these provisions will not optimise the utilisation and functionality of specific spaces.
3. CIT recognises that particular space allocation calculations will not always provide the optimal functional or operational area for all learning spaces. In preparing functional briefs FAD will establish, with relevant centre director oversight, appropriate operational areas and have due regard to occupational health and workplace safety requirements. Space allocations over the prescribed provisions are to be approved by the CIT Board of Management.
4. Where CIT requires staff members to work at a campus other than their 'home' or 'base' location, staff members will be required to use shared space, allocated at a level in accordance with CIT space allocation guidelines. Exceptions to this provision may be established in circumstances agreed to by the relevant centre director in consultation with the relevant Campus Management Committee.
5. When a staff member with a dedicated office or workstation will be away from the CIT for a period exceeding four (4) months, the space will be considered as available for reallocation during the term of their absence.
6. The CIT Space Register includes comparisons of existing space allocation against standards nominated in the following space allocation tables.

References

The space allocations have been derived with due regard to the *Space Planning Guidelines–Edition 3-Australasian Tertiary Education Facilities Management Association - 2009, The ACT Government Real Estate Policy and ACT Government Real Estate Policy (GREP): Office Accommodation and Fit-out Guidelines.*

Table 1: Non Learning Space Allocation

Note: Space planning for non learning spaces is to ensure that the total useable floor area including support facilities does not exceed 15m2 per person (ACT Government Real Estate Policy- Office Accommodation and Fit-out Guidelines – Version 2.1).

*Area allocations marked * are prescribed by the ACT Government Real Estate Policy- Office Accommodation and Fit-out Guidelines – Version 2.1*

Non Learning Space	UFA (m_2)
Office Space	
Chief Executive **(not including private meeting and/or waiting area)**	*28 m_2
Deputy Chief Executive **(individual office, within close proximity to a meeting room)**	*18 m_2
Executive **(individual office, within close proximity to a meeting room)**	*18 m_2
Centre Director ***Provision of enclosed space must be justified by function assessment and approved by the CIT Chief Executive.***	*12.6 m_2
Manager ***Provision of enclosed space must be justified by function assessment and approved by the CIT Chief Executive.***	*12.6 m_2
Supervising Administration Staff (1 person/enclosed space) ***Provision of enclosed space must be justified by function assessment and approved by the CIT Chief Executive.***	*12.6 m_2
Administration Staff (2 person/enclosed space)	*16.0 m_2
Administration Staff (open plan)	*7.0 m_2
Education Manager (1 person/enclosed space) ***Provision of enclosed space must be justified by function assessment and approved by the CIT Chief Executive.***	*12.6 m_2
Supervising Teaching Staff (1 person/enclosed space) ***Provision of enclosed space must be justified by function assessment and approved by the CIT Chief Executive.***	*12.6 m_2
Teaching Staff (2 person/enclosed space)	16.0 m_2
Teaching Staff (open plan)	*7.0 m_2
Teaching Support Staff (open plan)	*7.0 m_2
Transit Workstation or Hot Desk	*4.4 m_2
Support Space	
Meeting Room (up to 8 people) **Dedicated use for Chief Executive**	*15 m_2
Meeting Room (up to 8 people) **Multi-purpose, shared use.**	*15 m_2
Conference Room (up to 12 people) **Multi-purpose, shared use.**	*25 m_2

Reception Area	By Assessment
Waiting Room (enclosed)	2.25 $m^{2/person}$
Interview Room (enclosed)	8 m^2
Interview Bay (screened in open plan office)	6 m^2
Photocopy/Print (open plan)	8 m^2
Kitchen (enclosed)	8 m^2
Kitchen Bay (screened in open plan office)	6 m^2
Store (per organisational unit)	10 m^2
Store (special purpose)	By Assessment
Breakout and gathering spaces (per person)	1 $m^{2/person}$
First Aid Room	*14 m^2
Parents Room	6 m^2

Table 2: Learning Space Allocation

Learning Space	UFA (m^2)
Lecture Spaces	
Lecture Space (flat floor, no demonstration bench)	1.5 m^2/student
Lecture Space (flat floor, with demonstration bench)	2 m^2/student
Lecture Space (stepped floor, close seating) 0 – 30 students	1.4 m^2/student
> 30 students	1.1 m^2/student
Lecture Space (stepped floor, work benches)	2.0 m^2/student
Lecture Space (stepped floor, meeting in the round, max seating of 100 students)	1.5 m^2/student
Learning Spaces	
Classroom (with demonstration bench)	2.8 m^2/student +8.0 m^2
Classroom (no demonstration bench)	2.8 m^2/student
Seminar Room	2.8 m^2/student
Associated breakout rooms (minimum 10 m^2)	2.2 m^2/student
Special Purpose Spaces	
Science Laboratory	5.0 m^2/student
Associated Prep Areas and Stores	1.0 m^2/student
Computer Laboratory (including storage)	2.8 m^2/student
Trade Skills Workshops	By Assessment
Associated Prep Areas and Stores	By Assessment
Design Studios	3.5m^2/student
Associated Stores	1.0 m^2/student
Learning Kitchens	By Assessment
Associated Prep Areas and Stores	By Assessment
Exhibition Space	By Assessment
Learning Commons	3.5 m^2/person
Other Specialist Learning Spaces (eg,. Gymnasiums, learning health facilities, library storage, media rooms)	By Assessment
	m^2

Non learning work space criteria

General

Non learning work space comprises workspace areas for individuals and teams, support spaces (e.g. meeting rooms, conference rooms, waiting areas, storage, etc) and circulation space.

The proportion of the available area to be allocated to support spaces needs to be considered in order to achieve an appropriate workplace density target. In some cases, a 'trade off' might be necessary between personal spaces and support spaces to achieve the required functionality and still meet appropriate workplace density targets. Workplace density is discussed in section 10.0 Benchmarks.

Workplace Density

The ACT Property Group (ACTPG) has set a maximum benchmark target for office accommodation workplace density in ACT Government office accommodation. T*he ACT Property Group – Office Accommodation and Fit-out* Guidelines (2010) defines workplace density as the total Net Lettable Area (NLA) divided by the total number of work points for staff.

Given the co-location of learning and non learning workspaces at CIT the CIT applicable definition of workplace density is the total Useable Floor Area (UFA) divided by the total number of work points for staff. This benchmark applies to each separate office precinct which may be a part floor, a whole floor or several floors in a building.

For new CIT accommodation the non learning accommodation workplace density benchmark is 15m² per person which reflects the target benchmark density established by the ACT Property Group. The workplace density target is for the entire Useable Office Area and includes all that area within an office building's useable floor area where the functions of CIT are, or can be, performed by administrative, technical, or professional staff.

Areas excluded from the measurement of Useable Office Area include:

- building entry foyers including an area of 1.5m in front and to each side of lift entry doors, emergency exits and toilet facilities;
- public areas associated with non-office functions such as customer service shop fronts,
- designated computer server rooms and telecommunication areas;

Enclosed offices

Individual enclosed offices should be provided only on a demonstrated needs basis, not according to officer classification and should be minimised so as not to limit options for adapting the office layout should it be required in the future.

Business cases requesting enclosed offices for non-SES staff must be approved by the CIT Chief Executive.

Individual offices should be located in the built zone adjacent to the building core to preserve the outlook and natural light for other workers. It may be appropriate to use glazed partitioning to maximise natural light and outlook for individual offices and to facilitate effective staff supervision.

Workstations

Maximum flexibility can be achieved by using generic workstation sizes configured in open-plan group layouts suited to teams' functions. Separating groups of workstations with enclosed offices should be avoided as it can constrain future changes to the sizes of team groupings and create physical barriers to effective communication between groups.

Workstations should consist of separable components that can be reconfigured and reused without requiring multiple disconnection/reconnection of services. Soft- wired workstations made up of separate free standing components are highly preferable to integrated, panel based systems that involves significant disruption whenever workstations need to be rearranged.

Workstation footprints should be modular to allow maximum reuse of components and planning efficiency. Sizing workstations according to function rather than classification is important.

Workstations should be based on standard L or U shaped footprints, configured in efficient clusters. Workstation modular footprint dimensions should be limited to:

- 1800mm x 1800mm;
- 1800mm x 2100mm;
- 2100mm x 2100mm; and
- 2100mm x 2700mm.

Enclosure of workstations can be provided using modular, free-standing screens individually or by group. Lower screens facilitate communication and interaction. As screen height is increased, privacy increases but communication and outlook is constrained. Screens should generally be as low as is practical, but of sufficient height to accommodate screen-based storage if needed in specific cases.

Screens should be kept to heights between 1050mm and up to a maximum of 1650mm high in modular increases of 150mm with 1350mm screens being optimum. The use of screen heights within this band also ensures that Heating, Ventilation and Cooling (HVAC) can operate as intended, without hindering air flow from ceiling registers.

Screens running parallel to external windows are to be kept to a maximum height of 1350mm to preserve outlook and natural light for other workers.

Support spaces

Sufficient support spaces should be provided to meet operational requirements and be optimised in number to avoid under-utilisation of space. Multi-purpose support spaces should be used to avoid duplication and/or infrequent use.

Conference and meeting rooms

These spaces should be designed as multiples of a standard 'base' module to enhance flexibility. Large conference rooms should be able to be subdivided into smaller spaces for alternative uses.

Storage

Storage can be classified into active, intermediate and archival types. Active (or operational) storage is associated with workstation activities and needs to be readily accessible to the user. In this case, access is frequent and forms part of the workflow.

Intermediate storage refers to material that needs to be generally available but is not necessarily part of the current work process. Intermediate storage can be more centralised. Intermediate storage materials progressively become archival.

Archival storage refers to high-density storage that is needed infrequently. Archival material should be transferred regularly from office accommodation to lower-cost storage facilities.

Circulation space

Circulation space consists of primary and secondary circulation areas. It is not possible to identify circulation space as a definitive percentage of the total office area because of variations in building floor plates and restrictions such as structural columns and walls.

Circulation space must be consistent with fire safety legislation and anti-discrimination legislation. Building Code of Australia (BCA) compliance requires that the designed paths of travel for fire safety must be maintained in the approved condition and configuration. Any change to the office layout that affects the designated fire safety circulation must be assessed against the requirements of the BCA.

Version Register

List of Revisions

Revisions to Booking Policy

Version	Rev	Details	Issue Date
V01:I01		Initial Version	15/04/02
V02:I01	A	Reference to Space Bookings Review Group deleted principle 11 and definition.	
	B	Process on currency of space register amended	04/04/11
	C	Principle 1 amended to clarify ownership	04/04/11
	D	References to Faculties and Divisions revised reflecting Centre based organisational structure.	04/04/11
	E	Principle 10 amended in respect to multiple bookings.	04/04/11
	F	Campus Based Room Booking Committees renamed Campus Space Management Committees	04/04/11

Revisions to Space Management Policy

Version	Rev	Details	Issue Date
Vd01:I01		Initial Version (incorporates revised Room Booking Policy)	04/04/11

CIT Contact Officer:
Ivan Radic
Facilities Manager
Facilities and Asset Development unit
Central Support Centre
Canberra Institute of Technology
T (02) 6207 3521 F (02) 6207 3199
E Ivan.Radic@cit.act.edu.au