Allocation of space will be made on the following bases:

**Academic staff**
Full time permanent staff, full time fixed term staff and full time casual staff with academic designations (ie appointed at Lecturer Level B – Professor Level E) will normally be eligible for an office with desk, telephone and computer. Depending on availability, appointments at Level A may be given this level of facilities, but in the event no such space is available, may receive access to shared space, including desk, telephone and computer access.

Academic staff appointed on casual or fixed term contracts between 0.5 and 1.0 FTE may be eligible for access to desk space, telephone and computer, depending on availability and fraction of appointment.

Academic staff appointed on casual or fixed term contracts for less than 0.5 FTE may be eligible for access to bookable rooms with telephone and computer facilities.

**Academic managers**
Academic staff taking up management positions at Associate Dean or Pro-Dean level, or as Director of a Division, or part thereof, may be requested to remove to an office in the Dean’s Unit or to a room contiguous with staff associated with the unit, Division or portfolio, where such space is available.

**Professional/General staff**
Full time staff, whether casual, fixed term or permanent, including all administrative staff and research assistants, will normally be assigned desk space and facilities suitable for the efficient commission of their duties. That is, the space will not necessarily be allocated on the basis of level of appointment or location of supervisor, but best available in terms of planning and need.

Any staff member, or group of staff, may be requested by Faculty management to vacate space or remove to other space, including different levels of accommodation as needs dictate.

**Professional Staff Managers**
General/Professional staff appointed as senior managers will normally be eligible for a fully equipped office, including a shared office, though not normally to be shared with more than one other person and with access to a meeting room in reasonable proximity in which to conduct private consultations and meetings.

**Visiting scholars, staff emeriti, honorary staff**
All categories of staff or associates of the Faculty not described among the preceding categories may be eligible for access to shared facilities or, depending on stated need, to spaces which may be booked/reserved on a casual basis. This category of staff will not routinely be allocated office space on appointment, but may request access to space and/or facilities, if needed at any time during the term of their appointment, for the delivery of agreed services to the Faculty.

**Staff/appointments associated with grants**
Applicants for grants must factor in the cost of office and other space for any and all space they may require to fulfil the terms of their grants, even where the granting body explicitly prohibits use of grant funds to pay for such additional costs. This is to assist the Faculty to determine what level of resourcing, such as matching funds, for example, it can reasonably offer in the circumstances.

Space needs must be calculated on the basis of the cost per year per m2 (check with Finance team).

Advice should be sought (from the Faculty Manager) as to whether space can be made available to accommodate any new appointments anticipated in relation to the grant. The Faculty cannot guarantee that space needs will be met where not planned for and costed by the grant applicant. The space allocations for grant holders will depend on availability and planning needs and will be the best available having regard for all considerations and claims.
Advice may be sought from the Facilities Management staff with respect to making applications to CIS for additional space outside that already allocated to the Faculty. However, such space will need to have been costed.

**Space for centres, units, institutes**

Research centres etc will not normally be a physical space separate from the director’s or members offices. If possible, constituent members may be co-located (as with CoCo, for example), but separate space to be designated as a centre, however termed or described, will not normally be provided. Storage space may be assigned, were available, on application to the Facilities Manager or Faculty Manager.

As for appointments associated with grants, see above, the Facilities Manager or Faculty Manager may be consulted for advice about seeking assistance from the University to locate a centre or other entity. Allocations within the Faculty precinct will depend on availability and priorities for planning and strategy.

**Staff on periods of leave**

Staff on leave may be required to make their offices available for short term occupancy by part time, honorary or visiting staff. Temporary occupants of staff offices will be expected to respect the materials and effects of the staff member on leave.

In cases where a staff member is on extended leave, Long Service Leave, for example, or for other periods greater than 1 year, the Faculty may request that the office be vacated and materials stored for the duration of the staff member’s absence to allow reassignment of the space. The Faculty cannot normally guarantee that the staff member who has vacated their office for an extended period of leave will be returned to the same office or level of occupancy. The assignment of space for the returning staff member will normally be made having regard for circumstances and need at the time normal duties are resumed.

**Storage space and storage following departure from the Faculty**

As a matter of principle, storage space will only be available to support research and teaching. Staff members, however described, will be required to remove all personal items and materials by the time of their final departure from the Faculty and/or at the conclusion of their appointment. Any request for the Faculty to retain items on behalf of a departing staff member for any period beyond the departure date, will need to be negotiated.

**General principles for the allocation of space**

Staff responsible for the allocation of space will discuss with the staff member, or other affiliate, seeking accommodation, or changes of accommodation, any and all options for space assignment under this policy in conjunction with any space guidelines formulated by the University, and will normally take into account all relevant factors including, but not limited to, the needs of the individual and of the Faculty in terms of planning and strategy, the program or project with which the staff member is most closely aligned and any risk management issues pertaining to the staff member or affiliate. The seniority of the applicant and terms of appointment may also be taken into account when assigning space once all other needs have been assessed and where multiple options exist.

**NOTES**

**Faculty of Education and Social Work - Space Allocation Provisions**

Date adopted: 22 January 2013
Date commenced: 22 January 2013
Date amended: 4 September 2013
Approved by: Dean of Education and Social Work
Signature: