

# SPACE MANAGEMENT POLICY

## Section 1 - Purpose

(1) This Policy sets out the University's position on the management of space and will assist the University to improve the use of space, provide space that supports new ways of working, teaching and learning, achieve greater flexibility, promote more collegiate work settings and achieve savings and efficiencies through appropriate management of existing space and planning of new developments.

(2) This Policy and its associated procedure and guideline are intended to:

- a. promote sustainability and flexibility;
- b. support standardisation of types, sizes and quality of facilities across University premises; and
- c. ensure effective and efficient utilisation of the University's space resources.

(3) These documents will support:

- a. a high quality teaching, learning and research environment which meets functional, aesthetic and safety standards and which enhances the experience of students, staff and visitors;
- b. an environment which meets the workspace requirements of the University and which acknowledges the varying work settings required to support different types of work task;
- c. an environment that allows the University to respond quickly and cost effectively to market opportunities, changing priorities and variations in user demand for space;
- d. an environment which promotes collegiality and recognises the importance of communication and team work in contemporary work settings;
- e. an environment which promotes equity and consistency between stakeholders, with regards to access to facilities and space;
- f. a framework for the regular review of the University's current and future space needs and the use of its physical assets;
- g. an environment that supports strategic co-location of custodians to facilitate greater collaboration and functionality;
- h. statutory compliance of University facilities; and
- i. provision of timely and relevant data to support strategic asset provision and management.

## Scope

(4) This Policy applies to University premises geographically located in Australia, with the following exceptions:

- a. spaces in University residential precincts;
- b. spaces, land and assets managed by the CSU Farms enterprise;
- c. spaces, land and assets related to CSU Winery enterprise.

This Policy does not apply to Faculties, Schools, Divisions, Offices, Centres, Enterprises, staff, students, contractors and third parties who utilise those excepted University premises in clauses (4) a, b, c above.

## **Section 2 - Glossary**

- (5) Agreed Allocation means the Space(s) assigned by the Division of Facilities Management to particular Faculties, Schools, Divisions, Offices, Centres and Enterprises and third parties to support work, research, learning and teaching activities. Agreed Allocations are subject to the responsibilities required to adequately manage the space as outlined in this Policy and the Space Management Procedures and Guidelines and facilitate use of space by the Division of Facilities Management to meet organisational needs.
- (6) Capital Management Plan is the structured five year rolling facilities investment and improvement plan.
- (7) DFM means Division of Facilities Management.
- (8) FMCentral is the enterprise space and asset management enquiry system administered by the Division of Facilities Management.
- (9) Hot Desk refers to a desk that is not assigned to a particular staff member, but rather is available for use by visiting staff members.
- (10) Custodian means the Faculty(s), School(s), Division(s), Office(s), Centre(s), Enterprise(s) and/or third party(s) which has been allocated and assigned responsibilities for a space(s) as per the Agreed Allocation.
- (11) Primary Custodian is the Custodian which has the largest representation in a space, to which multiple Custodians have been allocated.
- (12) Space means a potentially exploitable area on University premises.
- (13) Space Audit is the process by which data is collected/updated either by a physical count or desktop exercise. The information collected as the product of room audits may include information on room type, room use/function, current occupants, capacity, etc.
- (14) Space Coordinator is a staff member nominated by Faculties, Divisions, Schools and Units to liaise with the Division of Facilities Management for space planning and management matters relating to their particular allocation.
- (15) Relocation is the process by which a person, group or activity is moved from one space(s) to another. It includes associated activities such as space reassignment, modification of space(s) to suit the new user/use, changeover of communications services (telephone and data), and physical movement of room contents as required.
- (16) University premises includes any land which is owned, controlled, managed or occupied by the University together with any building, construction or facility of any kind (whether permanent or temporary) on that land and also includes any other building, construction or facility which is under the control, management or occupation by the University.
- (17) Utilisation means the measurement of the use of a particular space which takes into account number of occupants, number of seats available and the hours of use per week.
- (18) Residential Precinct refers to locations within University premises designated for the purposes of student residential accommodation and deemed as the accommodation assets of Residence Life, Division of Finance. This includes student housing, and ancillary facilities.

## **Section 3 - Policy**

### **Responsibilities**

(19) The maintenance, alteration, refurbishment or modification of space is the responsibility of DFM in consultation with the primary custodian of the space and other key stakeholders.

(20) DFM is the first point of contact for any matters relating to space including allocation, re-allocation and modifications.

(21) DFM is also responsible for:

- a. regular liaison with custodians to review space requirements;
- b. advising the University on space allocation, space guidelines/standards and procedures;
- c. regularly analysing space utilisation and providing regular reports and recommendations to University senior executive regarding the University's space utilisation and needs;
- d. providing input into the development and maintenance of University plans including the University Strategy and relevant Sub-Plans, Campus Master Plans, the Strategic Asset Management Plan, and the Capital Management Plan;
- e. maintaining and documenting all site and floor plans of all University premises;
- f. managing and maintaining FMCentral and associated databases;
- g. establishing and monitoring space and utilisation targets in accordance with the sector;
- h. undertaking periodic auditing and review of space usage;
- i. provision of regular reports to budget centres about the size, type and utilisation of space within their allocation;
- j. in collaboration with other key stakeholders, advising on and implementing new initiatives in workplace, and teaching and learning space design, particularly in the context of new University building and major refurbishment projects; and
- k. development, leadership and application of concepts which ensure more effective use of space, such as 'hot desking'.

(22) Deputy Vice Chancellors, Executive Deans, Executive Directors, Heads of School or Senior Budget Holders will:

- a. through supplied reports, monitor and evaluate the utilisation of space under their agreed allocation; and
- b. inform DFM when changes in use or allocation occur in accordance with the University's Space Management Procedures and Space Management Guidelines.

(23) Custodians and other users of Agreed Allocations are required to:

- a. inform DFM if they have an over-supply of space. DFM may resume control excess space for re-allocation as appropriate.

### **Allocation of Space**

(24) University space allocation is administered by DFM and recorded within FMCentral.

(25) Space will be allocated on the basis of need, with all decisions subject to appeal to the Deputy Vice Chancellor (Administration).

(26) Space allocations are not regarded as permanent. Allocations are subject to periodic review involving stakeholder consultation and possible reallocation as required to meet the University's strategic priorities at the direction of the senior executive.

(27) Custodians can allocate Space as per the Agreed Allocation. They do not have authority to allocate space to other users outside of this agreement.

(28) Day to day allocation and administration of an Agreed Allocation must be in accordance with Space Guidelines and Procedures. In situations where space requirements are not supported by Space Guidelines and Procedures, DFM will work with Custodians to resolve situations.

(29) Where there is insufficient space(s) DFM will attempt to locate additional space(s). Decisions relating to space allocations will always be based upon demonstrated need.

(30) Third party agreements involving space allocation may only be negotiated by DFM in consultation with University stakeholders.

## **Use of Space**

(31) Space is to be used for its intended purpose (for example office, store, research laboratory). Space purpose is defined by DFM and recorded within FMCentral.

(32) Requests to alter the use of any space must be submitted to DFM. Requests will be considered taking into account factors such as:

- a. Work Health and Safety requirements;
- b. availability of similar space nearby;
- c. an assessment of the implication of the potential loss of the original space on the operations of the University; and
- d. strategic operational needs and requirements.

(33) Office accommodation will be provided for staff to facilitate the achievement of staff work tasks. It is not intended that office space be used to recognise status or worth.

## **Management of Space**

(34) Decisions on space allocation will be made by DFM taking into consideration the University strategic direction; business cases; specific needs, (such as research or disability access); special requests and other factors.

(35) All spaces shall be controlled and managed centrally to ensure effective Utilisation. Custodians will not have absolute control over any building, room or area on University premises.

(36) Custodians are required to nominate a Space Coordinator who will be responsible for liaising with DFM on behalf of the Custodian to:

- a. provide updates on adequacy of space allocation and utilisation;
- b. manage areas within the Agreed Allocation and in accordance with relevant University policy and the Space Management Guidelines; and
- c. advise of space no longer required for release.

(37) A list of Space Coordinators for each campus will be made available on the [Division of Facilities Management](#) web page.

(38) Space Guidelines and standards are not absolute and sometimes deviations may be necessary to achieve particular functions and objectives. Deviations from the standards will be examined on the merit of each case.

## **Section 4 - Procedures**

(39) See separate procedure.

## **Section 5 - Guidelines**

(40) See separate guidelines.