SPACE MANAGEMENT

1 PURPOSE

This procedure enables effective and efficient utilisation of University space resources resulting in:

• a quality learning and working environment for students and staff
• effective management of space to meet the strategic needs of the University and
• cost effective utilisation of space in line with the value and needs of the University.

2 SCOPE

This procedure applies to the whole University estate including all facilities and buildings utilised by the University, through its organisation of Campuses, Faculties, Institutes, Divisions and Business Units, whether on-campus, off-campus, owned or leased.

3 EFFECTIVE DATE

1 July 2014

4 LEGISLATIVE AUTHORITY

Central Queensland University Act 1998

5 PARENT POLICY

There is no parent policy.

6 PROCEDURE

The following principles are used to help govern and provide guidance.

• All space is considered CQUniversity space. While some space may be assigned to a business unit or other entities, this allocation is under constant review and may be reorganised to suit the current and future needs of the University.
• Space is a valuable asset which is to be shared and utilised in a flexible and effective manner that achieves the most efficient use for the University.
• Where possible, on a given campus, staff should be located to provide the optimum effectiveness to the University and each business unit.
• Consideration should be given to refurbishment of old space prior to building new spaces.
• Business units are to review the use of storage space on an annual basis to identify items for disposal and minimise the need for increasing storage across campuses.
• Minimal or no use of offsite storage across the University.
• Any change of space usage requires a business case from the originator and must be developed in consultation with the Facilities Management Directorate and other relevant stakeholders.
• Changes required by areas other than the Facilities Management Directorate are to be funded by the business unit, unless already captured in an approved project.
• Any new staff appointments must have suitable accommodation identified by the relevant senior management (Dean and/or Director) and approved, prior to recruitment activities commencing. This needs to involve the Associate Vice-Chancellor as required.
6.1 Guidelines

The management and allocation of all space resources within the University is ultimately at the discretion of the Vice-Chancellor and President and the Deputy Vice-Chancellor (University Services).

The operational and daily management of space across the University encompasses the provision, allocation and utilisation of these resources, and will predominantly be managed through a matrix network as outlined below. The Facilities Management Directorate has an overall role and involvement as it is the business unit that functions in this area across all CQUniversity.

The University has responsibility and operations across numerous campuses and States within Australia. It is important that a consistent approach is taken across the entire estate in managing space however consideration will be given to unique circumstances justified through a detailed business case.

The matrix below has been developed by the Facilities Management Directorate to better demonstrate the various responsibilities considered to comprise the tasks required to manage space across the University.

The matrix shows that professionally managing space across a multi-campus University requires numerous people and teams working together to ensure the maximum efficiency and effectiveness of available space.

As an example it can be seen that Facilities Management Directorate has shared responsibility across all areas of space management, except for timetabling.

### Table Definitions

- **Strategic Space Planning**: This is the higher level planning that encompasses the 2 to 10 year future window.
- **Operational Space Planning**: This refers to the daily, unplanned or 18 month horizon.
- **Technical Authority**: This refers to those that monitor and manage the legislative and more technical aspects of space management. Faculties have a role in this area such as that required for laboratories; training workshops.
- **Allocation**: This means the allocation of space which should be undertaken in a consultative manner.
- **Administration**: The Facilities Management Directorate has the responsibility for the University to correctly record and administer space. This refers to the keeping of records and drawings for space and the internal and external reporting requirements.
- **Audit**: The Facilities Management Directorate has the responsibility for the University to undertake space audits and provide the associated reports.
- **Timetabling**: This refers to the timetabling and scheduling functions and reporting regarding use of space. It includes classrooms, laboratories, meeting rooms, spare offices, workshops etc.

#### Notes:
- * Faculties provide time tabling for Special areas
- # Assist at Campuses
6.3 Space Allocation

The following table provides a guideline for design and redevelopment of space throughout the University. Obviously where some space already exists and it is practical and more efficient to do so, it may be possible that the existing space be used without meeting these guidelines.

<table>
<thead>
<tr>
<th>Space Description</th>
<th>Type</th>
<th>CQU</th>
<th>TEFMA</th>
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<tbody>
<tr>
<td>Vice Chancellor</td>
<td>Office</td>
<td>35</td>
<td>35</td>
</tr>
<tr>
<td>Senior Executive Staff (DVC, PVC)</td>
<td>Office</td>
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<td>25</td>
</tr>
<tr>
<td>Director of Division, Dean of School, Director of Institute; Dean of VET</td>
<td>Office</td>
<td>20</td>
<td>20</td>
</tr>
<tr>
<td>Director of Centre, Deputy Director, Manager (e.g. Research Development, Research Students)</td>
<td>Office</td>
<td>16</td>
<td>20</td>
</tr>
<tr>
<td>Academic Staff Levels C to E; Research Fellows; Senior/Principal Research Fellows; Professorial Research Fellows</td>
<td>Office</td>
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<td>14</td>
</tr>
<tr>
<td>Academic Level A – B; Research Officer, Senior Research Officer; VET Educational Employees (e.g. teachers; tutors; generally non-professional staff members)</td>
<td>Open plan</td>
<td>12</td>
<td>12</td>
</tr>
<tr>
<td>Casual and Sessional Academic Staff</td>
<td>Open plan</td>
<td>12</td>
<td>12</td>
</tr>
<tr>
<td>Professional Senior (HEW 8-10); VET Professional Employees AO7-AO9 or equivalent</td>
<td>Open plan</td>
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<td>14</td>
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<tr>
<td>Professional (HEW 1 – 7); VET Professional Employees AO2-AO6 or equivalent</td>
<td>Open plan</td>
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<td>10</td>
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<tr>
<td>Research Higher Degree Student</td>
<td>Open plan</td>
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<td>4</td>
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<tr>
<td>Student, Postgraduate by Coursework</td>
<td>Open plan</td>
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Notes: * - represents CQU maximum allowed in m²
# - represents TEFMA maximum in m²

6.4 Alterations to Space

Alterations, additions or modifications regarding space are to be made in accordance with these Principles. Works must be performed and coordinated by the Facilities Management Directorate and the table will be used to determine space allocation and layout.

Unplanned and adhoc changes required by areas other than Facilities Management Directorate should be planned for and included in the Facilities Management Directorate capital budget. Facilities Management Directorate will allocate a certain budget each year for such works depending on the capital allocation the Directorate receives. However, once this allocation is spent each business unit will need to fund its own requirements.

6.5 Furniture

Where areas are being developed (refurbished or new) the cost of furniture should be included and allowed for in the project costs.

Upgrade and replacement furniture costs are the responsibility of the business unit.

Provision of furniture and equipment for new staff is the responsibility of the business unit.

6.6 Equipment

Equipment costs are generally the responsibility of the business unit.
6.7 Art Work
The business unit is responsible for consulting with the Curator, University Art Collection regarding the provision, hanging and displaying of works from the University Art Collection.

6.8 Cleaning
Staff are responsible for keeping their rooms, work areas and research space generally tidy and clean beyond the cleaning which is carried out by cleaners. This includes the need for an annual review and clean of storage spaces.

6.9 Campus Committees
The Associate Vice-Chancellor should convene a regular (quarterly) committee forum where by stakeholders (Deans, business units) for the campus can discuss and plan space issues.

7 RESPONSIBILITIES

Compliance, Monitoring and Review
The Facilities Management Directorate is responsible for ensuring compliance and will assess on a case by case basis.

Records Management
All records relevant to this document are to be maintained in a recognised University recordkeeping system.

8 DEFINITIONS
Refer to the University glossary for the definition of terms used in this policy and procedure.

9 RELATED LEGISLATION AND DOCUMENTS

Related Policy Document Suite
Nil

Related Legislation and Supporting Documents
Nil

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<td>Vice-Chancellor and President</td>
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<td>Advisory Committee to Approval Authority</td>
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<tr>
<td>Administrator</td>
<td>Director, Facilities Management</td>
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<tr>
<td>Amendment Authority and Date</td>
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