

# SPACE MANAGEMENT PROCEDURE



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## 1 PURPOSE

- 1.1 This procedure provides guidance and expectations for managing CQUniversity spaces.
- 1.2 This procedure enables effective and efficient utilisation of CQUniversity space resources resulting in:
- a quality learning and working environment for students and employees
  - 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

- 2.1 This procedure applies to the whole CQUniversity estate including all facilities and buildings utilised by the University, whether on-campus, off- campus, owned or leased.

## 3 PROCEDURE

### Principles

- 3.1 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.
  - A campus should reach a teaching space utilisation of 60% from the annual audit prior to consideration of acquiring additional space, other than where an approved business case for specialist space requires the acquisition of additional space.

- Space is a valuable asset which will 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, employees will be located to provide the optimum effectiveness to the University and each business unit.
- Consideration will be given to refurbishment of old space prior to building new spaces.
- Business units will review the use of storage space on an annual basis to identify items for disposal and minimise the need for increasing storage across campuses.
- Off campus storage is not permitted.
- 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 will be funded by the business unit, unless already captured in an approved project.
- New additional employee appointments must have suitable accommodation identified by the relevant senior management (Dean and/or Director) and approved by the People and Culture Directorate and Facilities Management Directorate, prior to recruitment activities commencing. This may include involvement with the relevant Associate Vice-Chancellor, as required.
- The Associate Vice-Chancellor may approve like for like replacements and individual employee relocations, in consultation with appropriate Division Heads.
- The Facilities Management Directorate will utilise the Facilities Management System, ARCHIBUS, to manage and identify space use across the University estate portfolio. This will be available for employees to review. The management and allocation of all space resources within the University is at the discretion of the Vice-Chancellor and President and the Senior Deputy Vice-Chancellor and Vice President (International and Services).
- The University has responsibility and operations across numerous campuses and States within Australia. A consistent approach will be taken across the entire estate in managing space, however consideration will be given to unique circumstances justified through a detailed business case.
- The operational and daily management of space across the University encompasses the provision, allocation and utilisation of these resources, and will 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.

## Space management matrix

	Strategic Space Planning	Operational Space Planning	Technical Authority	Allocation	Administration	Audit	Time Tabling
<b>Facilities Management Directorate</b>	✓	✓	✓	✓	✓	✓	
<b>Associate Vice-Chancellor</b>	✓	✓		✓			✓#
<b>Business Unit/Directorate</b>		✓					
<b>Student Governance</b>							✓

# Assist at campuses

## Definitions

3.2 The following definitions apply to the above space management matrix:

- Strategic space planning: higher level planning that encompasses the two to 10 year future window.
- Operational space planning: daily, unplanned or 18 month horizon.
- Technical authority: 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: 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: the timetabling and scheduling functions and reporting regarding use of space. It includes classrooms, laboratories, meeting rooms, spare offices, workshops etc. All such spaces shall be on the central timetabling system.

## Space allocation

3.3 The following table provides a guideline for design and redevelopment of space throughout the University. Where 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.

Space Description	Type	CQUni*	TEFMA#
Vice Chancellor and President	Office	35	35
Senior Executive Employees	Office	25	25
Director of Division; Dean of School	Office	20	20
Deputy Director, (e.g. Research Development, Research Students)	Office	16	20
Academic Employee Levels C to E; Research Fellows; Senior/Principal Research Fellows; Professorial Research Fellows	Office	14	14
Academic Level A – B; Research Officer, Senior Research Officer; VET Educational Employees (eg teachers; tutors; generally non-professional employees)	Open plan	12	12
Casual and Sessional Academic Employees	Open plan	12	12
Professional Senior (HEW 8-10); VET Professional Employees AO7-AO9 or equivalent	Open plan	12	14
Professional (HEW 1 – 7); VET Professional Employees AO2-AO6 or equivalent	Open plan	10	10
Research Higher Degree Student	Open plan	6	4
Student, Postgraduate by Coursework	Open plan	2	2

### Notes:

1) The table above outlines typical allocations. The University reserves the right to allocate and repurpose space as determined as appropriate with consideration of factors such as regular use of the space or office.

\* CQUni maximum (m<sup>2</sup>)

# Tertiary Education Facilities Management Association (TEFMA) maximum (m<sup>2</sup>)

## **Alterations to space**

- 3.4 Alterations, additions or modifications regarding space will be made in accordance with this procedure. Works must be performed and coordinated by the Facilities Management Directorate and the Space Allocation Table will be used to determine space allocation and layout.
- 3.5 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.

## **Furniture**

- 3.6 Where areas are being developed (refurbished or new) the cost of furniture should be included and allowed for in the project costs.
- 3.7 Upgrade and replacement furniture costs are the responsibility of the business unit.
- 3.8 Provision of furniture and equipment for new employees is the responsibility of the business unit.

## **Equipment**

- 3.9 Equipment costs are the responsibility of the business unit.

## **Cleaning**

- 3.10 Employees are responsible for keeping their rooms, work areas and research space 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.

## **Campus committees**

- 3.11 The Associate Vice-Chancellors will convene a quarterly committee forum where stakeholders for the campus can discuss and plan space issues.

## **4 RESPONSIBILITIES**

### **Compliance, monitoring and review**

- 4.1 The Director, Facilities Management is responsible for monitoring, reviewing and ensuring compliance with this procedure.

### **Reporting**

- 4.2 The Facilities Management Directorate is responsible for undertaking an annual teaching space audit and report that is provided to the Executive Management Committee and Vice-Chancellor's Advisory Committee.

### **Records management**

- 4.3 Employees must manage records in accordance with the [Records Management Policy and Procedure](#). This includes retaining these records in a recognised University recordkeeping information system.
- 4.4 University records must be retained for the minimum periods specified in the University Sector Retention and Disposal Schedule on the [Queensland State Archives website](#).

## **5 DEFINITIONS**

- 5.1 Terms not defined in this document may be in the University [glossary](#).

## 6 RELATED LEGISLATION AND DOCUMENTS

Nil.

## 7 FEEDBACK

7.1 University staff and students may provide feedback about this document by emailing [policy@cqu.edu.au](mailto:policy@cqu.edu.au).

## 8 APPROVAL AND REVIEW DETAILS

Approval and Review	Details
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Administrator	Director, Facilities Management
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