

Policies and Procedures

Space Management Policy

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Responsible Officer: Deputy Vice-Chancellor Regional Campuses, Estates & Infrastructure
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1. Purpose

The University views Space as a resource, the same as financial allocations in the form of annual budgets. As a resource, University Space is limited and is an essential component for Academic Units and Sections to meet their strategic objectives.

2. Objective

To ensure that the University manages its spaces across all campuses in a manner that is equitable, efficient and effective in line with recognized best practice. It sets the principles for the allocation, utilization and management of University space.

3. Policy

The University will observe the following principles when allocating and managing its spaces.

- a. All space is owned by the University, no allocation of space is permanent and all allocations are subject to review and rescission.
- b. Space allocation will be aligned with the University's strategic planning objectives.
- c. In considering the allocation of space every effort will be made to provide a quality work environment for all students and staff which meet regulatory compliance requirements, occupational health and safety standards and the appropriate environmental standards.
- d. The University must be equitable in its allocation of space across all campuses and all organizational areas and demonstrate consistency in its allocation of space.
- e. Allocated space must be used for its intended purpose.
- f. The efficient use of existing space will take precedence over the provision of new space.
- g. Appropriate working space will be provided for all full-time teaching and general staff.

- h. When allocating space, a needs basis will take priority over staff seniority.
- i. The university will conform to the design standards set by this policy which include the sizing of teaching and non-teaching spaces.
- j. Prior or historical occupancy of a space by a person, organizational unit or function does not constitute a basis for a claim for continued occupancy of the space should the University have another purpose of higher priority in accordance with the University's strategic objectives.
- k. Space may be leased to external organizations but the University requirements for space will take precedence.
- l. No organisation unit may enter into a lease or license of space to external parties of the University except in accordance with The University's Scheme of Financial Delegations 6.2.02.
- m. Space must be well utilized using the appropriate benchmarks and guidelines set by the Procedures of this Policy.
- n. The use of office space for storage is discouraged.
- o. Records and/or equipment in excess of these requirements should be disposed of in line with the University's Records Management or Asset Disposal policies.
- p. The University will reference where appropriate the Tertiary Educators Facilities Management Association (TEFMA) Guidelines to define and categorize all University Space.

4. Related documents

- a. [Space Management Procedure](#)
- b. [Space Management Committee Terms of Reference](#)
- c. [Capital Building Projects Policy](#)
- d. [Maintenance \(Building & Property\) Policy](#)
- e. Tertiary Educators Facilities Management Association (TEFMA) Space Planning Guidelines

Schedule A: Definitions and Acronyms

Academic Space (ACA) includes teaching and research space, , academic and general academic support offices assigned to a particular school or college. These spaces include lab technician's rooms and prep rooms adjacent to centrally timetabled laboratories.

Central Administrative Support (CAS) space is taken to include all University wide administrative support services space.

Centrally Timetabled Teaching spaces include lecture theatres, tutorial rooms, laboratories scheduled under the central timetabling system of the University.

Commercial Space includes spaces leased or rented to others, for example, banks, cafeterias, shops, as well as those units of the University that trade commercially, for example, the bookshop, the Halls of residences and the staff quarters. They also include the administrative offices supporting commercial activities.

EFTS – Equivalent Full Time Student is a value representing the student load for a unit of study or part of a unit of study, expressed as a proportion of the workload for a standard annual program for students undertaking a full year of study in a given year of a particular course.

FTE – Full Time Equivalent Staff is a value for measuring staff resources. Like student EFTS it is a measure as compared to a standard full time workload.

Gross Floor Area (GFA) – Defined as the sum of fully enclosed area and unenclosed covered areas.

Library Space includes reading rooms, book stacks, quiet study areas, study centers, computerized work spaces and information commons.

Open Planned Spaces – spaces where divisions between separated areas are implied by easily movable elements (such as screens and skeletal construction components, and modular furniture) instead of permanent walls and fixed shaped furniture.

Space Managers are senior staff, heads of organizational units, designated as the caretakers of university space. Space Managers have management responsibility over the space within their academic unit/section/campus and ensure that space is managed in accordance with this policy and guidelines.

Space Coordinators are appointed by Space Managers within the academic unit/section/campus to provide administrative assistance to Manage Space and update to the University Asset Database.
Usable Floor Areas (UFA) – defined as the floor area measured from the inside face of the walls and deducting all the common use areas (corridors, staff rooms, tea rooms and toilets, balconies and verandahs) and non-habitable areas (lifts, stairs, ducts, server rooms, projector rooms, service spaces, storage & filing spaces, void spaces). Reception areas and lobbies are included in UFA. Walkways between open planned spaces are also included in UFA.