POLICY STATEMENT

1 Intent

To outline principles for managing space in a cost effective way while ensuring that Schools and Sections are treated equitably.

2 Scope

All space owned or occupied by the University.

3 Objective(s)

To provide a framework for managing space to ensure that Schools and Sections can meet their agreed objectives. The over-arching principles are;

- All space is “University” space. Allocation of University space will be at the discretion of the Vice Chancellor.
- Deans, Heads of Division and Heads of Budget Centres are expected to manage the space under their control.
- As far as possible, existing space should be used to accommodate growth in student / staff numbers and alterations to teaching or research activities.
- The University will adopt Space Allocation Guidelines and an indicative space model to assist with the management of space.

4 Definitions and Acronyms

AMS Asset Management Services
Archibus The University’s space database, maintained by AMS
BCA Building Code of Australia
OH&S Occupational Health & Safety
TEFMA Tertiary Education Facilities Management Association
5 Policy Maker

Director, Asset Management Services

6 Policy Provisions

6.1 All space is University space. Allocation of University space will be at the discretion of the Vice Chancellor.

- Space will be allocated or re-allocated to a faculty/school/division/section on the basis of need, based on the strategic direction of the organisation.
- Space is not permanently allocated to a faculty/school/division/section and may be re-allocated if another user is shown to have a greater need or if the University's strategic planning shows that there is a pressing need for the space to be used in a different way.
- AMS will assume control of any vacated space and will ensure its efficient re-allocation. This could include seeking submissions for its use or recommending its reallocation to meet a known need.

6.2 Deans, Heads of Division and Heads of Budget Centres are expected to manage the space under their control.

- Deans/Heads of Divisions and Heads of Budget Centres are expected to monitor and evaluate the utilisation of space under their control and ensure that Archibus is updated when changes in use or allocation occur.
- Space should be allocated or re-allocated amongst Schools or Sections on a needs basis taking account of future developments, the Space Use Guidelines and indicative space model.
- If a faculty/division/budget centre is shown to have an over-supply of space AMS may resume control of an appropriate amount for re-allocation. Conversely, where there is insufficient space attempts will be made to locate additional space. Decisions relating to space allocations will always be based upon demonstrated need.
- Budget centres are expected to vacate space in excess of their requirements in useable units (not single rooms scattered over a number of floors).
- If a budget centre volunteers to vacate space or is required to do so, a minimum of one month's notice is required.
- Vacated space is to be left in a state that is fit for subsequent occupation. Fixed furniture and fittings are not to be removed but all rubbish is to be disposed of. Any costs incurred by AMS as a result of this policy not being adhered to will be charged to the relevant budget centre.
- Space is to be used for its intended purpose (for example, office, store, research laboratory). Requests to alter the use of any space must be submitted to AMS. The request will be considered taking into account such factors as:
  - OH&S requirements.
  - The availability of similar space nearby.
  - An assessment of the implication of the loss of the original space on the operations of the University.
6.3 As far as possible, existing space should be used to accommodate growth in student / staff numbers and alterations to teaching or research activities.

- The space requirements for all new or expanded activities (including teaching, research or administration) should be highlighted in the initial planning stages and a solution to any potential problems should be identified before the activity is due to commence or staff are employed.
- If additional space is required and it cannot be provided from within the space allocated to the faculty/division/budget centre Deans/Heads of Division/Heads of Budget Centre are encouraged to negotiate with each other to achieve a solution. Requests for the provision of additional space should only be forwarded to AMS when it can be shown that attempts have been made to locate existing space and none is available.

6.4 The University will adopt Space Allocation Guidelines and an indicative space model to assist with the management of space.

- The University is committed to the provision of space sufficient to meet the operational needs of the organisation and its staff.
- Space allocation is predicated on the principle that different disciplines require different amounts of space; different categories of staff require different amounts of space; and students in different disciplines require different amounts of space.
- In establishing the amount of space required for operational purposes the University will use statutory codes (where they exist) and the TEFMA Space Guidelines. The TEFMA Guidelines provide an indication of space planning standards in Australian and New Zealand Universities. However, the age and nature of existing building stock renders development of prescriptive statements about individual space entitlement inappropriate.
- Where major variations exist between actual allocations and indicative space allocation a detailed analysis of space use will be undertaken to determine the underlying cause.
- A comprehensive set of Space Allocation Guidelines SCHEDULE 1 has been developed to assist faculty/division staff in the allocation of space for various activities. The aim is to ensure that staff and students receive equitable treatment across Schools/Sections and across campuses. The guidelines will be used when space use and utilisation is being reviewed.

7 Supporting/Related Documents

Policy on the Management of Teaching and Learning Spaces
http://www.utas.edu.au/dept/ams/space_policies.htm

8 Key Words

- Space management
- Space entitlement

9 Supporting Procedures/ Guidelines

RESPONSIBILITIES

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WHO NEEDS TO KNOW THIS POLICY?

- Deans of Faculties
- Heads of Schools
- Heads of Divisions
- Heads of Sections
- Heads of Budget Centres

EFFECTIVENESS OF THIS POLICY


POLICY HISTORY

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<tr>
<td>Date</td>
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<tr>
<td>Vice-Chancellor</td>
<td>Professor Daryl Le Grew</td>
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<tr>
<td>Signature</td>
<td>(signed)</td>
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<td>Date of Review</td>
<td>30 June 2007</td>
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SCHEDULE 1 - Space Allocation Guidelines
1. Office space will be provided for all full time members of academic and general staff. This may be in either single or shared offices.
2. Preference for single offices should be given to staff members whose job activities require such space.
3. Where there is a choice of office size, larger offices should be allocated on a needs basis rather than on a status or seniority basis.
4. Fractional and part-time staff will not normally be provided with single occupancy office space but will have access to shared office accommodation. This could include shared access to desk space.
5. Full time staff holding appointments in two or more budget centres, or who work on more than one campus, will not be entitled to a single occupancy office in each area.
6. Honorary or Emeritus staff will not be entitled to single occupancy offices but may be provided with shared access to shared space.
7. Visitors will not be entitled to dedicated single occupancy offices but may occupy the offices of staff on leave. If no such space is available they should be provided with access to shared space.
8. Research Higher Degree students are entitled to 4m$^2$ of office space. This should normally be provided in shared space. The policy on infrastructure entitlements for these students can be found at http://www.research.utas.edu.au/policies/docs/gr_minimum_inf.pdf.
9. Higher degree by course work students may be provided with shared office space if it is available. However, students in a laboratory-based discipline must be provided with office space outside of the laboratory environment. This is an OH&S requirement and would normally be in a shared office.
10. Honours students would not normally be entitled to office space. However, students in laboratory-based disciplines must be provided with suitable write-up space outside of the laboratory environment. This could include a shared workstation in a shared room.
11. Budget centres will generally have access to limited storage space. If a centre seeks the provision of additional space specifically for storage purposes, and it can be provided, the Centre may be asked to pay an annual storage fee. This is intended to ensure that stores do not become "dumping grounds" for unwanted material.
12. Faculties and Schools wishing to provide non-University organisations with access to University space must seek approval from the Director, Asset Management Services. The following points will be considered before any approval is given:
   - Existing accommodation needs in the geographic area.
   - The nature of the relationship between the University and the organisation.
   - The reason for the request.
   - The value of the space to be occupied. Depending on individual circumstances, the University may charge rent or may choose to provide the space no cost. In this case the University may require this to be acknowledged as “sponsorship”.
   - The length of time involved.