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1 Objective
The objectives of this Policy are to ensure that:
• built space allocated to organisational units is suitable to accommodate the academic and support functions of the University
• space is allocated in a manner that:
  • is efficient and cost-effective
  • achieves operational efficiencies through improved space utilisation
  • supports the University to meet its broader research, teaching and learning objectives and
  • supports the student experience
• risks to the University are minimised through a centralised and coordinated approach to the initiation, negotiation, formalisation and approval of agreements relating to the allocation of space.

The Policy is intended to support the University’s strategic property development objectives, which are to:
• redevelop and reinvigorate campuses to give the University a distinctive presence, particularly in the Hobart CBD
• increase operational efficiency through:
  o consolidation of like functions into precincts
  o rationalisation of the property portfolio
  o overall reduction of the built footprint
  o reduction of maintenance backlog and
  o reduction of maintenance and service costs
• enhance the University’s image through refurbishment/repurposing of existing and creation of new facilities that support learning and research, and enhance the student experience
• ensure that space is fit for purpose and improve functionality, condition and utilisation of space
• ensure that development is economically and environmentally sustainable and
• facilitate opportunities for commercialisation.

Built space is a valuable asset. Ensuring that it is allocated and managed judiciously enables the University to focus its resources on providing modern and efficient facilities that support current and emerging teaching and learning practices, create vibrant social spaces and improve the campus experience for students and staff.

2 Scope
This Policy applies to:
• all University staff and other persons involved in the conduct of University business and
• all building space owned, leased or occupied by the University.

The Policy will be implemented incrementally and will apply to all new builds, refurbishments and relocations, including new space requests. Existing space allocations will remain in force until the space is refurbished or there is a demonstrated strategic requirement for relocation or reallocation.

3 Policy Provisions

3.1 General
The University acknowledges:
• its obligation to provide safe and healthy working conditions for its staff and
• the need to ensure that space is available for non-scheduled activities such as informal student gatherings and study groups.

As far as possible, the provision of space will be planned and managed accordingly.

The University will maintain flexibility in planning for current and future space needs and retain the ability to modify its space to satisfy those needs.

Space will be managed and allocated in alignment with industry benchmarks for space utilisation and functionality, with a view to achieving industry best practice.

3.2 Space Management and Administration

Space will be provided and managed to meet the strategic and operational needs of the University as efficiently and cost-effectively as possible and consistent with a whole-of-portfolio approach to the management of University property.

In order to ensure the effective governance and administration of the University’s property portfolio, all internal and external University space (including service areas, foyers, exhibition space and circulation space), and its use and allocation is managed centrally by the Division of the Chief Operating Officer through Infrastructure Services and Development (ISD).

All space will be recorded and classified in the University’s Asset Management Information System (AMIS).

Subject to the overriding discretion of the Vice-Chancellor, the allocation of space to specific organisational units and/or uses is managed by the Division of the Chief Operating Officer, through ISD, in accordance with this Policy and the criteria set out in the Space Allocation Guidelines.

3.3 Allocation of Space

The University will be equitable in its allocation of space across campuses and organisational units. The Space Allocation Guidelines will serve as the basis for informing space allocations to ensure equity and consistency.

The allocation of space to specific organisational units and/or uses is not permanent and will be subject to review and rescission. Prior or historical occupancy of a space by a person, organisational unit or function will not constitute a basis to claim continued occupancy of the space should the University require that space for another purpose.

Changes to space allocations will be determined in accordance with the Space Allocation Guidelines and based on the operational needs of the relevant organisational unit(s).

Exceptions to the provisions of this Policy will only be made where there is a proven and demonstrable operational requirement. Organisational Units seeking an exemption from application of the Policy, or seeking to allocate space in a manner inconsistent with the Space Allocation Guidelines, will be required to provide a reason for the requested exemption for consideration by the Executive Director, ISD, who will consult with the relevant Head of OU.
3.4 Use and Custodianship of Allocated Space
New and refurbished space will be designed to facilitate flexibility and sharing of space and will take into account present and emerging modes of work.

As far as possible, all space will be used in a flexible and cooperative manner. In order to achieve this:

- meeting rooms will function as both formal and informal areas and will be made available to all University staff through the relevant online booking system and
- staff rooms will function as staff break-out areas and informal meeting spaces and will be accessible to all building users and

Heads of organisational units are required to:

- ensure the effective and efficient use of space in their custody
- advise ISD on local operational and functional requirements in respect of any proposed space use and/or reallocation of space
- seek approval from ISD in respect of changes in space use and/or reallocation of space and
- promptly release any space that is no longer being used efficiently and effectively to ISD for repurposing/reallocation.

3.5 Return of Allocated Space
Space to be returned to the University for reallocation must:

- have appropriate access and infrastructure and
- be comprised of usable, contiguous space suitable for reallocation.

Space that does not meet these criteria may be returned by an organisational unit if approved for return by the Executive Director, ISD.

3.6 Management of University Learning and Teaching Space
All teaching space will be recorded in AMIS and will be booked using the corporate timetabling system, to enable:

- production and access to a comprehensive timetable and
- accurate capture and reporting of space utilisation (room use frequency and occupancy) data.

Wherever possible, learning spaces will be designed and timetabled to encourage multi-disciplinary and shared use.

All general, non-specialised learning spaces, including but not limited to lecture theatres, classrooms and videoconference rooms, will be classified as centrally managed learning spaces (CMLS).

The University will provide CMLS in sufficient numbers and to a level of amenity to support current teaching requirements.
CMLS will, as far as possible, be provided and maintained in a physical condition which is fit-for-purpose and equipped with information technology and audio-visual infrastructure that meets current and developing pedagogical requirements and standards.

Upgrades and refurbishments of CMLS will be:

- staged and prioritised in accordance with demonstrated strategic requirements and
- executed in a manner consistent with the Space Allocation Guidelines.

Specialist learning spaces used for dedicated and/or discipline-specific purposes (such as specialist laboratories, library group study rooms and the like) are classified as locally managed learning spaces (LMLS) and are managed by individual Organisational Units. Accordingly, the cost of maintaining LMLS specialist equipment will rest with the relevant Organisational Unit.

4 Responsibilities

University Council, through the Vice-Chancellor, is responsible for:

- the policy framework relating to the management of university space and
- the allocation of University space to organisational units and activities.

The Capital Infrastructure Committee (CIC) is responsible for advising the Vice-Chancellor on:

- the disbursement of funds for construction, maintenance and refurbishment of space, particularly in the context of the University's strategic priorities and
- the costs of operating and/or maintaining University-owned and/or occupied space.

The Chief Operating Officer is responsible for:

- overseeing the development and implementation of this policy and supporting procedures, guidelines and plans and
- identifying policy and planning issues requiring the attention of the Vice-Chancellor or governance-level committees including the SCIC.

The Executive Director, ISD is responsible for:

- implementation of this Policy and supporting Procedures, Guidelines and plans
- the construction, refurbishment, maintenance and routine operation of all University space (including CMLS) and periodic reporting on the condition and maintenance of the building stock and
- monitoring, auditing and stock-taking the provision, management and use of space and, as appropriate, initiating the reallocation of space to alternative users and/or uses. This will include the periodic strategic review of the number, type, location and utilisation of CMLS with particular reference to the
university’s strategic property priorities, growth targets, venue condition, and
trends in teaching and learning practices.

The Chief Information Officer is responsible for monitoring, auditing and stock-taking the provision, management and use of audio-visual equipment and maintenance of technology in CMLS, including the conduct of pre-semester checks and training.

The CMLS Working Party (which will consist of membership of ISD, IT Services, Timetabling and the Tasmanian Institute of Learning and Teaching) is responsible for facilitating communication between ISD, IT Services, stakeholders and organisational units in relation to issues, upgrades, and management of CMLS.

Heads of organisational units are responsible for:

- ensuring the effective and efficient use of space within their custody
- reviewing, prioritising and submitting to the SCIC any requests for construction or refurbishment of space (including learning spaces) in line with the capital works submission and approval processes
- promptly releasing to the Division of the Chief Operating Officer, through ISD, any space in their custody that is no longer being used effectively and efficiently
- informing ISD of any change in use or reallocation of space within their custody; including changes to provisions within LMLS
- facilitating the flexible, cooperative and shared use of university space
- assisting ISD to monitor, audit and stock-take the provision, management and use of space and
- advising ISD or IT Services of any known or identified issues with CMLS or the infrastructure or equipment provided to support activities delivered from that space.
6 Definitions and Acronyms

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<thead>
<tr>
<th>Term/Acronym</th>
<th>Definition</th>
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<tbody>
<tr>
<td>Asset</td>
<td>An item that has service potential or future economic benefits, which is owned and/or controlled by the University as a result of past transactions or other past events. Major asset classes within the University are:</td>
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<td>• land</td>
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<td>• buildings</td>
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<td>• plant and equipment</td>
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<td>• works of art and other cultural/ scientific collections and</td>
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<td></td>
<td>• library collections.</td>
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<td>Asset Management Information System (AMIS)</td>
<td>The central computer-based system in which all centrally-owned University assets are recorded and managed.</td>
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<td>Centrally Managed Learning Space (CMLS)</td>
<td>A general learning space managed by CSD and IT Services and identified within the corporate timetabling system as available to any University user</td>
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<tr>
<td>Locally Managed Learning Space</td>
<td>Specialist learning spaces used for dedicated and/or discipline-specific purposes (such as specialist laboratories, library group study rooms and the like).</td>
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<tr>
<td>Organisational Unit</td>
<td>College, Faculty, School, Centre, University Institute, other University Entity, Division, Section or University Business Enterprise.</td>
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<tr>
<td>Senior Manager</td>
<td>A professional staff member holding a position classified above HEO 10.</td>
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7 Supporting Documentation

- Space Management Guidelines
- Design Guidelines

8 Versioning

| Former Version(s) | Version 1 – Space Management Policy; approved by Vice-Chancellor, June, 2006 |
|                   | Version 2 – Space Management Policy, approved by the Vice-Chancellor, June, 2011 |