Space Management Policy

Responsible Officer: Director, Asset Management Services
Approved by: Vice-Chancellor
Approved and commenced: To be advised, 2011 (DRAFT CURRENT VERSION)
Review by: To be advised, 2014
Relevant Legislation, Ordinance, Rule and/or Governance Level Principle: GLP 10 Built Environment
Responsible Section / Work Unit: Asset Management Services

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1 Objective

The Space Management Policy establishes a framework that ensures:

- the provision of suitable space to accommodate the academic and support activities of the University;
- the effective management of space to meet the strategic and operational needs of the University;
- that the University meets relevant statutory compliance requirements; and
- that the provision and utilisation of space are efficient and cost-effective.

2 Scope

This policy applies to all space owned, leased or occupied by the University, to all organisational units and to all staff.

3 Policy Provisions

3.1 Space is provided and managed to meet the strategic and operational needs of the University as efficiently and cost-effectively as possible.

3.2 All space and its use are ultimately controlled centrally by the University.

3.3 The framework for the management and allocation of space is overseen by the Vice-Chancellor on the advice of Infrastructure Planning and Management Committee and Asset Management Services.

3.4 Subject to the overriding discretion of the Vice-Chancellor, the allocation of space to specific organisational units and uses is determined by Asset Management Services according to criteria laid out in the Space Allocation Guidelines.

3.5 The allocation of space to specific organisational units and uses is not permanent and is subject to review and rescission.

3.6 Budget centre heads are required to ensure the effective and efficient use of space in their custody, to inform Asset Management Services of changes in use or reallocation and to release promptly to the University any space that is no longer being used both efficiently and effectively.

3.7 Space should be used in a flexible, shared and cooperative manner, and new or refurbished space should be designed to support this.

4 Responsibilities

4.1 The Vice-Chancellor is accountable to Council for the efficient and effective use of all resources and as such is responsible for the allocation of all space to specific organisational units and activities, and for the policy framework relating to the provision, management and use of space.
4.2 Infrastructure Planning and Management Committee is responsible for:

- advising the Vice-Chancellor on policies, procedures, guidelines and plans relating to the provision, management and use of space;
- advising the Vice-Chancellor on the disbursement of funds for construction and refurbishment of space; and
- advising the Vice-Chancellor on the costs of operating/maintaining space.

4.3 The Executive Director, Finance is responsible for:

- overseeing the development and implementation of policies, procedures, guidelines and plans relating to the provision, management and use of space; and
- identifying policy and planning issues needing the attention of Infrastructure Planning and Management Committee.

4.4 The Director of Asset Management Services is responsible for:

- providing strategic, operational and technical advice to the Vice-Chancellor, Executive Director, Finance and Infrastructure Planning and Management Committee;
- the implementation of policies, procedures, guidelines and plans relating to the provision, management and use of space;
- the construction, refurbishment, maintenance and routine operation of all space; and
- the monitoring, audit and stock-take of the provision, management and use of space, and when appropriate initiating the reallocation of space to alternative users and/or uses.

4.5 Heads of Faculty, Division and University Institute are responsible for:

- oversight of space in their faculty, division or university institute;
- informing Asset Management Services of any change in use or reallocation of space in their custody;
- ensuring that budget centre heads meet their responsibilities under this policy; and
- reviewing, prioritising and submitting to Infrastructure Planning and Management Committee any requests for construction or refurbishment of space.

4.6 Budget centre heads are responsible for:

- the effective and efficient use of space in their custody;
- facilitating the flexible, cooperative and shared use of space;
- assisting Asset Management Services to monitor, audit and stock-take the provision, management and use of space; and
- promptly releasing to Asset Management Services any space in their custody that is no longer being used both efficiently and effectively.
5 Definitions and Acronyms

Organisational Unit  Faculty, School, Centre, University Institute, other University Entity, Division, Section or University Business Enterprise.

6 Supporting Documentation

- Space Allocation Guidelines

7 Versioning

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