SPACE MANAGEMENT PRINCIPLES

PURPOSE	These principles enable effective and efficient utilisation of University space resources resulting in: • a quality learning and working environment for students and staff; • 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.
SCOPE	These principles apply to the whole University estate including all facilities and buildings utilised by the University, through its organisation of Campuses, Faculties, Institutes, Divisions and Business Units, whether on-campus, off-campus, owned or leased.
PRINCIPLES	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. • Space is a valuable asset which is to 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, staff should be located to provide the optimum effectiveness to the University and each business unit. • Consideration should be given to refurbishment of old space prior to building new spaces. • Business units are to review the use of storage space on an annual basis to identify items for disposal and minimise the need for increasing storage across campuses. • Minimal or no use of offsite storage across the University. • 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 are to be funded by the business unit, unless already captured in an approved project. • Any new staff appointments must have suitable accommodation identified by the relevant senior management (Dean and/or Director) and approved, prior to recruitment activities commencing. This needs to involve the Head of Campus as required.

Once PRINTED, this is an UNCONTROLLED DOCUMENT. Refer to Policy Portal for latest version.
CQUniversity CRICOS Provider Codes: QLD - 00219C; NSW - 01315F; VIC - 01624D

1 Guidelines

The management and allocation of all space resources within the University is ultimately at the discretion of the Vice-Chancellor and President and the Deputy Vice-Chancellor (University Services).

The operational and daily management of space across the University encompasses the provision, allocation and utilisation of these resources, and will predominantly 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.

The University has responsibility and operations across numerous campuses and States within Australia. It is important that a consistent approach is taken across the entire estate in managing space however consideration will be given to unique circumstances justified through a detailed business case.

The matrix below has been developed by the Facilities Management Directorate to better demonstrate the various responsibilities considered to comprise the tasks required to manage space across the University.

The matrix shows that professionally managing space across a multi-campus University requires numerous people and teams working together to ensure the maximum efficiency and effectiveness of available space.

As an example it can be seen that Facilities Management Directorate has shared responsibility across all areas of space management, except for timetabling.

	Strategic Space Planning	Operational Space Planning	Technical Authority	Allocation	Administration	Audit	Time Tabling
DFM	√	√	√	√	√	√	
Faculties	√	√	√	√			√*
Head of Campus	√	√		√			√#
Business Unit/Directorate		√					
Student Services							√

Notes:
* Faculties provide time tabling for Special areas
# Assist at campuses

Table Definitions

- Strategic Space Planning: This is the higher level planning that encompasses the 2 to 10 year future window.
- Operational Space Planning: This refers to the daily, unplanned or 18 month horizon.

Once PRINTED, this is an UNCONTROLLED DOCUMENT. Refer to Policy Portal for latest version.
CQUniversity CRICOS Provider Codes: QLD - 00219C; NSW - 01315F; VIC - 01624D

- Technical Authority: This refers to 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.
- Allocation: This means 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: This refers to the timetabling and scheduling functions and reporting regarding use of space. It includes classrooms, laboratories, meeting rooms, spare offices, etc.

2 Space Allocation

The following table provides a guideline for design and redevelopment of space throughout the University. Obviously where some 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	CQU*	TEFMA#
Vice Chancellor	Office	**35**	**35**
Senior Executive Staff (DVC, PVC)	Office	**25**	**25**
Director of Division, Dean of School, Director of Institute	Office	**20**	**20**
Director of Centre, Deputy Director, Manager (e.g. Research Development, Research Students)	Office	**16**	**20**
Academic Staff 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	Open plan	**12**	**12**
Casual and Sessional Academic Staff	Open plan	**12**	**12**
Professional Senior (HEW 8-10)	Open plan	**12**	**14**
Professional (HEW 1 – 7)	Open plan	**10**	**10**
Research Higher Degree Student	Open plan	**6**	**4**
Student, Postgraduate by Coursework	Open plan	**2**	**2**

Notes: * - represents CQU maximum allowed in m^2
 # - represents TEFMA maximum in m^2

3 Alterations to Space

Alterations, additions or modifications regarding space are to be made in accordance with these Principles. Works must be performed and coordinated by the Facilities Management Directorate and the table will be used to determine space allocation and layout.

Once PRINTED, this is an UNCONTROLLED DOCUMENT. Refer to Policy Portal for latest version.
CQUniversity CRICOS Provider Codes: QLD - 00219C; NSW - 01315F; VIC - 01624D

	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. **4 Furniture and Equipment** **4.1 Furniture** Where areas are being developed (refurbished or new) the cost of furniture should be included and allowed for in the project costs. Upgrade and replacement furniture costs are the responsibility of the business unit. Provision of furniture and equipment for new staff is the responsibility of the business unit. **4.2 Equipment** Equipment costs are generally the responsibility of the business unit. **4.3 Art Work** The business unit is responsible for consulting with the Curator, University Art Collection regarding the provision, hanging and displaying of works from the University Art Collection. **5 Cleaning** Staff are responsible for keeping their rooms, work areas and research space generally tidy and clean beyond the cleaning which is carried out by the contracted cleaners. This includes the need for an annual review and clean of storage spaces. **6 Campus Committees** The Head of Campus should convene a regular (quarterly) committee forum where by stakeholders (Deans, business units) for the campus can discuss and plan space issues.
COMPLIANCE AND MONITORING	The Facilities Management Directorate is responsible for ensuring compliance and will assess on a case by case basis.

Approval Authority	Vice-Chancellor and President
Administrator	Director, Facilities Management
Original Approval Date	Planning and Development Committee 8 August 2003
Amendment History	Vice-Chancellor and President 29 August 2011
Date of Next Review	29 August 2014
Related Documents	

Once PRINTED, this is an UNCONTROLLED DOCUMENT. Refer to Policy Portal for latest version.
CQUniversity CRICOS Provider Codes: QLD - 00219C; NSW - 01315F; VIC - 01624D