Space Management Policy

Section 1 - Purpose

(1) The provision of quality physical environments for work, learning and research and the effective and efficient management of space is fundamental to achieving the strategic directions of the University of Canberra (University):

a. to create a workplace which attracts, engages and retains staff in a collegial environment;
b. to provide a great experience for our diverse student population; and
c. to improve students' overall satisfaction with their course and with our teaching.

(2) This Policy ensures the appropriate and sustainable use and management of University space to provide students and staff with a modern, safe, comfortable and fit-for-purpose environment. Such an environment is conducive to teaching, learning, research and engagement and will support sound administration and financial viability.

Section 2 - Scope

(3) This Policy applies to all University space excluding leased tenancies, plant rooms and external landscape space.

(4) This Policy informs but does not replace the University capital expenditure budget process, procedures or determination.

(5) This Policy does not apply to the development, execution or management of leases and/or licences for the use of University space.

(6) It is the responsibility of all University staff individually and as members of organisational units to uphold this Policy.

Section 3 - Principles

Space Management

(7) The objectives of space management at the University are to:

a. support and foster effective teaching, learning and research;
b. provide appropriate workplace, common space and social spaces;
c. maintain accessible, functional and comfortable environments;
d. provide healthy and safe working conditions in accordance with legislative requirements and associated University policy;
e. encourage a collegial environment in space allocation and use; and
f. optimise the use of space in a manner that is sustainable and equitable.

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Space Categories

(8) The type of space owned, leased and/or managed by the University includes workplace, research space, teaching space, meeting and conference space and shared public space.

(9) All University space is categorised as allocated, bookable or common space.

(10) Allocated space is:

a. that which has been set aside for the sole occupation and use of one or more organisational units (e.g. individual and open plan workplaces, faculty research space, and some specialised teaching spaces such as laboratories or special outdoor areas, workshops or training rooms);
b. managed by the organisational unit to which it is allocated, and is maintained by Campus Estate to University service standards. Additional maintenance may be negotiated at a cost to the organisational unit if required.

(11) Bookable space is:

a. space formally set aside for short-term use (e.g. lecture halls, general-purpose teaching spaces, tutorial rooms and meeting rooms);
b. generally managed by the Student Connect and is maintained by Campus Estate to University service standards. Some bookable space is marketed and managed as a venue by UCX (UCX Ltd) for conferences, meetings and events (e.g. the Anne Harding Conference Room).

(12) Common space:

a. includes public areas generally available to all University users (e.g. corridors, lifts, stairs, recreation rooms or staff rooms and amenities such as toilets);
b. is managed and is maintained by Campus Estate;
c. in some circumstances common space may also be bookable for events through UCX (e.g. the Refectory).

Changes to Space Allocation

(13) Space occupied by an organisational unit as at 1 January 2010 is presumed to have been allocated to that unit. Space in new buildings (even if purpose-built) will be allocated by the Vice-Chancellor.

(14) Changes to space allocation will be made in accordance with this Policy.

(15) Requests for additional space must have the support of the head of the unit and must be directed to spaceplanning@canberra.edu.au.

Space Entitlements

(16) Workplace amenity reflect staff responsibilities and requirements and academic or administrative levels and aim to be fair and equitable. Account will be taken of verifiable special circumstances.

(17) Existing workplace sq metre areas will only be changed where it can be demonstrated that the change is essential to the responsibilities of the occupant, to meet occupational health and safety requirements and/or to accommodate additional people.

(18) The base standard for furniture and equipment within teaching spaces will provide versatile and supportive space to accommodate contemporary technology.

(19) Spaces requiring special fitout or equipment for teaching, learning or research will be considered in the capital

expenditure budget context.

(20) To ensure space is used effectively and is properly maintained, changes to the physical infrastructure of any space, including the purchase of fittings, fixtures or equipment shall be made only with the agreement of Senior Design Manager, Campus Development.

Space Monitoring

(21) To ensure that space distribution and quality is effective and equitable Campus Development will conduct periodic audits and report the findings to Chief Operating Officer and Vice-President Operations. Heads of organisational units may request special audits of allocated space on a case-by-case basis. Audit costs will be charged to the relevant unit.

Section 4 - Responsibilities

Who	Responsibility
Campus Development	Responsible for implementation and monitoring of this Policy.
Director, Property & Development	Determines allocation of space in accordance with this Policy.
Senior Design Manager, Campus Development	Responsible for day-to-day liaison regarding the management and maintenance of space.

Section 5 - Procedures

(22) Nil.

Section 6 - Definitions

Terms	Definitions
Organisational unit	Includes all faculties and research centres of the University, business and service units, and controlled entities. (Controlled entities usually have their own governing board and may have policies specific to the entity, which may be in addition or instead of a University policy. University policies, unless specified otherwise, would normally apply to such entities.)

Status and Details

Status	Current
Effective Date	18th April 2023
Review Date	18th April 2024
Approval Authority	Vice-Chancellor
Approval Date	18th April 2023
Expiry Date	To Be Advised
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