Space Management Procedure

Section 1 - Purpose

(1) This Procedure is to assist with application, enquiry and approval in relation to space allocation and utilisation. This Procedure should be read in conjunction with the [Space Management Policy](#) and Space Management Guideline.

Scope

(2) This Procedure is only applicable to Australian premises of the University and applies to all University owned and managed space resources, with the exception of those spaces deemed as the accommodation assets of Residence Life, CSU Farm and CSU Winery.

Section 2 - Glossary

(3) For the purpose of this Procedure:

a. Agreed Allocation - means the space(s) assigned by the Division of Facilities Management to particular Faculties, Schools, Divisions, Offices, Centres and Enterprises and third parties to support work, research, learning and teaching activities. Agreed Allocations are subject to the responsibilities required to adequately manage the space as outlined in this Procedure and the [Space Management Policy](#) and Space Management Guideline and facilitate use of space by the Division of Facilities Management to meet organisational needs.

b. Archibus - is an enterprise facilities management database system that provides a range of integrated modules for the management of space, real estate, and asset management. Archibus hosts the space data that is used in FMCentral. Archibus is managed and administered by the Division of Facilities Management.

c. FMCentral - is a public facing enterprise facilities management enquiry system that allows space and asset data to be viewed and reported. FMCentral is managed and administered by the Division of Facilities Management.

d. Functional Unit - refers to a Faculty, School, Division or Unit. In terms of space management, functional units may be divided into manageable groups (ie by campus).

e. Gross Floor Area m2 (GFA) - defined as the sum of fully enclosed area and unenclosed covered area.

f. Relocation - refers to the process by which a person, group or activity is moved from one location to another. It can include associated activities such as space reassignment, modification of space or spaces to suit the new user/use, changeover of communications services (telephone and data), and physical movement of room contents.

g. Space - for the purpose of this Procedure means a potentially exploitable and defined area controlled wholly or partly by the University that supports the strategic direction of the organisation.

h. Space Audit - means the process by which data is collected/updated either by a physical count or desktop exercise. The information collected as the product of room audits may include information on room type, room use/function, current occupants, capacity, etc.

i. Space Planning Manager - is the person responsible for the development, implementation and management of operational and strategic University-wide policies, procedures, standards and tools to deliver effective and efficient space use across all University owned and leased assets.

j. Useable Floor Area m2 (UFA) - defined as the floor area measured from the inside face of the walls and

deducting all the common use areas (corridors, etc) and non-habitable areas (lifts, stairs, service ducts, etc).

k. University Premises - includes any land which is owned, controlled, managed or occupied by CSU together with any building, construction or facility of any kind (whether permanent or temporary) on that land and also includes any other building, construction or facility which is under the control, management or occupation by the University.

l. Utilisation - is the measurement of the use of a particular space which takes into account number of occupants, number of seats available and the hours of use per week.

Section 3 - Policy

(4) Nil.

Section 4 - Procedure

(5) The following procedures apply to the allocation of office and administrative space within the University. They are provided to give guidance to planners and managers in allocating and managing space. The University has a diverse range of needs and requirements which need to be taken into account when interpreting space requirements. This, along with broader strategic initiatives such as cultural change through the creation of more collaboration spaces in buildings, will all have influence over the final options for implementation.

(6) In each case, every consideration to the functional requirements of the occupant will be taken into account and will determine the actual allocation of space, as will the size, number and location of any available space(s). Refer to Table 1: Space Types and Sizes and Appendix 1: Worksetting Principles.

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(7) All enquiries regarding proposed changes in space utilisation or planned requests for additional space are to be directed to the Division of Facilities Management via the Space Coordinator. The nominated Space Coordinator will use the Division of Facilities Management's BEIMS service request system or applicable forms which will allow for all space related activites to be centrally managed and reported.The Space Coordinator program will be implemented 2015. In the interim, please contact your Campus Services Manager or the Space Planning Manager directly. Details available on the Division of Facilities Management website.

(8) Faculties, Divisions, Schools and Units are to nominate a Space Coordinator for space management issues relating to their Functional Unit. This Coordinator will be required to provide updates on space allocation and utilisation information, manage areas within the agreed allocation and in accordance with University policy, procedures and guidelines, and advise the Division of Facilities Management when additional space is required for their Functional Unit, or when space can be released.

Embedded staff

(9) Support staff that are embedded in a particular Faculty, Division, School or Unit (for example, Educational Designers from Division of Learning and Teaching) will be counted within the overall space allocation for that functional unit.

New staff appointments

(10) Where an existing staff member is to be replaced, it is initially expected that the new staff member will be located in the space vacated by the previous incumbent of that position.

(11) Where a role is to be potentially offered in multiple campuses, the hiring manager should make contact with the

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responsible Space Coordinator who will seek advice from the Space Planning Manager regarding the availability of appropriate spaces.

(12) Prior to advertising for new staff, the responsible Space Coordinator is to ensure that a suitable space, in accordance with the allocation standards detailed in this procedure, is available for the new staff member(s). If no suitable space is available, the Space Coordinator will request advice from the Space Planning Manager.

(13) In each case, the Division of Facilities Management should be notified of changes in allocation/occupancy.

Changes in role, secondments and fixed term positions

(14) Where a staff member has a new role or is being seconded to another role or position within their existing space custodianship, it may be possible for them to remain in their existing space for the duration of the secondment.

(15) Where a change of role involves different duties and responsibilities resulting in different space requirements, the nominated Space Coordinator should review these requirements and assign a suitable space. Where no such space is available, a request for additional space should be made to the Division of Facilities Management via the [Preliminary Space Request - Change Notification form](#).

(16) Where a staff member is being seconded to another role or position which has an office or space assigned to that role, for example Head of School or Head of Campus, they should relocate to that assigned space. Their vacated office or space can then be temporarily reassigned for another purpose, such as space for visiting or casual staff, or as meeting/quiet space for those working in open-plan areas.

(17) No later than one month prior to the staff member's secondment completion, the Space Coordinator must initiate return arrangements, in consultation with the Division of Facilities Management as required.

Retirement/cessation of staff

(18) Upon retirement of a member of staff, the space previously occupied by them should be assigned to their replacement, allocated to another staff member or released back to the University for reassignment.

(19) If a retired member of staff is to be re-engaged on a casual basis, they may be assigned a space in accordance with the [Space Management Policy](#) and Space Management Guideline.

(20) In each case, the Space Planning Manager should be notified of changes in allocation/occupancy. See [Preliminary Space Request - Change Notification form](#).

Relocation of staff

(21) Where relocation requires removal of items such as furniture and belongings, a request is to be made via the nominated Space Coordinator. To maintain the integrity of the Space Management system, and other records, the Division of Facilities Management are to be notified of all internal staff relocations, two weeks prior to the relocation.

(22) Intercampus move requests will be generally managed in coordination with the Division of People and Culture.

(23) It is the responsibility of the relocated staff member to inform other Functional Units of the Univeristy (e.g.: Division of Information Technology) regarding the updating of appropriate systems (e.g. CSU Communications Directory).

Furniture

(24) Generally, furniture will be retained in office spaces with only staff possessions and equipment being relocated. Should the furniture be owned by the Functional Unit and requires removal, costs will be borne by the Functional Unit. If new furniture is required, the Space Coordinator will contact the Space Planning Manager via a BEIMS request. The

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Space Planning Manager will recommend a furniture solution that is both compliant and consistent with the intended space.

Requests for additional space

(25) All requests for additional space, whether to accommodate new staff, or support a new course profile or other initiative, are to be made via the Space Coordinator. The Space Planning Manager will review requests which may or may not involve the development of a business case for allocation of additional space. See Space Management Business Case Request form.

Requests for changes to utilisation/functionality, or allocation/assignment of space

(26) All requests for changes to the utilisation or allocation of space area to be made via the Space Coordinator. The Space Planning Manager will review requests which may or may not involve the development of a business case for allocation of additional space. See Space Management Business Case Request form.

Requests for modification to/refurbishment of space

(27) All requests for modification or refurbishment of space are to be made via the Space Coordinator. The Space Planning Manager will review requests which may or may not involve the development of a business case for modification of space. See Space Management Business Case Request form.

New organisational initiatives and restructures

(28) Requests for new space and/or staff relocation which is related to a strategic directive will normally be provided directly to the Executive Director, Division of Facilities Management by the University Vice-Chancellor's Leadership Team.

Building numbering

(29) The University's building numbering system has been created to ensure that every building and structure across the estate is allocated a unique identifier. Building numbers are used by a variety of systems and databases across the University.

(30) Requests for new building numbers are to be made to the Space Planning Manager who, in discussion with other Division of Facilities Management representatives, will assign a unique identifier appropriate to that particular University premises.

(31) Other users of this building information will be notified of the creation of the new building number by the Space Planning Manager. These include, but are not limited to, the Division of Facilities Management Asset Systems Officer, and the Division of Finance.

Space numbering

(32) The University's space numbering system has been created to ensure that every room and space across every University premises is allocated a unique identifier. Space numbers are used by a variety of databases across the University and are used to ensure the accurate location of accommodation, occupants, equipment, and building management systems. These systems include timetabling, HR, building management, access management, work order and service requests (BEIMS), and the communications directory.

(33) All space numbering is managed by the Division of Facilities Management. For new projects, draft space numbering should be provided by the consultant team when a project reaches tender documentation stage. The draft numbering should then be referred to the Space Planning Manager for review and revised by the consultant team if required. Once signed off, the Space Planning Manager will provide the consultant team with a template for providing

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return information on space numbers and their corresponding room names, types, etc. This information will form the basis of space data entered into the Archibus and FMCentral systems.

(34) The basic principles to be followed when numbering spaces are as follows:

a. lowest level of the building is level 1, the next one up is level 2 and so on;
b. all space numbers start with the level followed by 2 digits for the space — for example, room 101 would be the first room on level 1. No stops, hyphens, etc are to be used to differentiate between the floor level and the space - 1.01, 1-01, etc, are not acceptable;
c. when numbering built spaces, the first space on level 1 is called 100 (usually a veranda, airlock or similar), then numbers are allocated in a clockwise direction to 102, 103, and so on; and
d. all spaces, including fire hose reel cupboards, stairwells, service risers, etc, are to be assigned space numbers as these factor into Gross Floor Area m2 (GFA) and Useable Floor Area m2 (UFA) calculations for reporting purposes.

Utilisation Audits and Reports

General space

(35) Division of Facilities Management shall regularly conduct audits of general space (ie. staff accommodation, research and shared spaces etc) and in principle cover every space no less than once every three years. An annual report shall be produced highlighting the main users of space by Faculty and business unit and make recommendations for future capital and refurbishment strategies in line with the Universities Strategic and Operational Plans. Business changes throughout the year will trigger tactical space utilisation evaluations of buildings and schools based on course, business and operational changes and will be treated as specific stand alone events.

Learning and teaching spaces

(36) The Division of Facilities Management shall conduct annual utilisation audits of all learning and teaching spaces across all University premises. This information shall be assessed against the actual Timetable to provide the University with an indication of room utilisation and timetabling effectiveness. Additional audits may be conducted based on requirement.

(37) The audits shall occur within a two week period following the annual student Census date and a report will be published and made available to the University community via the the Division of Facilities Management website . The analysis and processes used for conducting audits and utilisation shall be done in accordance with Tertiary Education Facilities Management Association (TEFMA) Guidelines. The Executive Director, Division of Facilities Management shall present the findings to the Chief Financial Officer along with recommendations for changes to space classification and timetabling strategies based on the findings.

Section 5 - Guidelines

(38) Nil.

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