Space Allocation and Management Policy

Section 1 - Purpose / Objectives

(1) This Policy outlines the principles for the allocation and management of University space.

Section 2 - Accountability

Accountable/Responsible Officer	Role
Accountable Officer	Vice-President, Resources and Risk
Responsible Officer	Executive Director, Facilities

Key Decision-making power under the Policy

(Delegated) Power	Role
Decision for the allocation of University space up to 50m² and/or involving project costs of less than $30,000.	Manager, Space Planning
Decision for the allocation of University space between 50 m² - 100m² and/or involving project costs of $30,000 - $150,000.	Executive Director, Facilities
Decision for the allocation of University space exceeding 100m² and/or involving project costs exceeding $150,000.	Vice-President, Resources and Risk
Decision for the allocation of Specialist Space	Vice-President, Resources and Risk
Binding decision upon appeal for the allocation of University space resources.	Vice-President, Resources and Risk
Final decision on all property leases and licences.	Vice-President, Resources and Risk

Section 3 - Scope

(2) This Policy applies to all University owned and leased space.

Section 4 - Definitions

(3) Space Allocation

(4) Space Management

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(5) Fully Enclosed Office

(6) Work Space Area

(7) General Space

(8) Teaching Space

(9) Specialist Space

(10) Research Space

(11) Usable Floor Area - The total occupied internal floor area including circulation and ancillary areas and excluding only service areas such as lift wells, stairs, toilets and plant rooms.

Section 5 - Policy Statement/Regulation

Principles for the Allocation of Space

(12) University space is a valuable resource and its allocation is based on the following principles:

a. The allocation of space will:
    i. Support the University's strategic planning objectives.
    ii. Prioritise the provision of high quality space to deliver teaching, learning and research outcomes.
    iii. Be managed in a consistent and equitable manner using processes outlined in the Space Allocation and Management Procedure.
b. All space is deemed to be University space and will not be controlled by Colleges, business units, officers or individuals.
    i. Use of general space will be centrally managed by Facilities.
    ii. Use of teaching space will be centrally managed by Facilities.
    iii. Use of research space will be centrally managed by Facilities in collaboration with VU Research.
c. Space allocation is not permanent and all allocations are subject to review as required. Periodic re-allocations may be made to ensure the provision of space remains strategically aligned with the evolving priorities of the University. Reasons for reallocation of space may include but are not limited to:
    i. Consolidation of space to improve efficiencies;
    ii. To enable the closure of a building or campus; and/or
    iii. To enable capital or minor works projects to be undertaken in or nearby the space.

    See Space Allocation and Management Procedure for further details.

d. Space will be managed effectively and efficiently:
    i. The efficient use of existing space will take precedence over the provision of new space.
    ii. Space utilisation and sharing of space are to be maximised.
    iii. In planning for current needs, flexibility must be maintained in order that future needs can be easily met.
    iv. New and refurbished office space will be configured in a flexible manner, i.e. open plan rather than in the single enclosed office format.
    v. Control of vacated space (including office space) will revert from the relevant organisational unit to the Facilities Department to be managed on behalf of the University.

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e. Specialist space and research space will be allocated in consultation with stakeholders with consideration to
    i. The need for the space and alignment with University strategic objectives,
    ii. Approval from the relevant bodies / overseeing committees, and
    iii. Be compliant with OHS legislation and any other legislative or regulatory standards according to the proposed activities associated with the space.

(13) The University is committed to the best practice standards of the Tertiary Education Facilities Management Association.

(14) Decisions involving the relocation of student load from one campus to another require endorsement of the University Senior Executive Group.

Leases, Licences and other Agreements for Space

(15) All property leases and licences are to be negotiated by the Facilities Department and are to be reviewed and approved by the Vice-President, Resources and Risk.

(16) No organisational unit other than the Facilities Department may enter into a lease, licence or other agreement for space.

(17) All leases and licences to external organisations are to be negotiated by the Facilities Department and approved by any two of the Senior Executive Group (in accordance with the Financial Delegations Schedule).

(18) Space may be leased to external organisations but University requirements for space will take precedence. In considering space requests from external organisations, relevant factors to be considered include:

a. the quantum and value of the space,
b. the benefits to the University,
c. the length of time involved
d. future University needs, and
e. compliance with all relevant legislative and regulatory requirements including OHS.

Section 6 - Procedures

(19) See Space Allocation and Management Procedure.

Section 7 - Guidelines

(20) See VU Standards for the Design of Formal Learning Spaces.

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Status and Details

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Accountable Officer	Lisa Line Deputy Vice-Chancellor Enterprise and Digital Lisa.Line@vu.edu.au
Responsible Officer	Kirsten Jeffery Chief Infrastructure Officer 9919 5145
Enquiries Contact	Kirsten Jeffery Chief Infrastructure Officer 9919 5145

Glossary Terms and Definitions

"Space Allocation" - Includes the initial allocation of new space, reallocation of existing space, allocation of additional space or conversion of allocated space from one user to another.

"Space Management" - The management of the University's space inventory including: tracking and maintaining departmental space and occupancy information, monitoring and maintaining data on space usage, and projecting and forecasting future requirements.

"Fully Enclosed Office" - An office that has a lockable door and where all of the partitions forming the office run from floor to ceiling.

"Work Space Area" - All shared and open-plan work areas and associated circulation space, breakout space, print rooms, meeting rooms, kitchens/tea rooms/staff rooms, reception areas, storage and other areas used to support work areas' accommodation.

"General Space" - Usable space or room which is not scheduled for timetabled classes and may be utilised for training, events, meetings or other activities including office space and ancillary areas.

"Teaching Space" - All spaces which can be scheduled for timetabled classes and are used for teaching and learning activities including lecturing, collaborative, individual, informal and other indoor and outdoor learning spaces.

"Specialist Space" - Includes all spaces with specialist function including but not limited to: laboratories and associated spaces, sporting facilities, clinical spaces, dangerous goods stores, temperature controlled spaces, animal accommodation and any space not including generalist teaching space or generic office space.

"Research Space" - All spaces under the stewardship of VU Research comprised of either general and/or specialist space which may include the use of specialist equipment for a broad spectrum of research disciplines, including science, engineering, sports, and health.

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