

## 1. Purpose of procedures

1.1 This procedure has been developed to support the implementation of the Space Management – Operational Policy and outlines the processes used in the allocation and management of space.

## 2. Scope and application

2.1 These procedures apply to all University staff and other persons involved in the conduct of University business on University owned or leased premises.

2.2 Facilities Management manages space for the University. The policy will be implemented incrementally and will apply to all new builds, refurbishments and relocations, including new space requests.

## 3. Definitions

Please refer to the University's Glossary of Terms for policies and procedures.

## 4. Space Allocation – General

4.1 Space allocation, where possible, will be measured against relevant indicators. Major criteria used in determining allocations will be the effectiveness and efficiency of space usage, and the achievement of disciplinary synergies and functional colocations.

4.2 Facilities Management assigns space to a School, Cost Centre, or other department (an organisational unit) to be operationally managed by that organisational unit.

4.3 The allocation of space to any organisational unit will not be regarded as permanent and all allocations will be subject to periodic review, in collaboration with Facilities Management.

4.4 Periodic and short-term reallocations of space will be necessary to meet changing University priorities and variations in user demand.

4.5 As detailed in the policy, for significant relocations and/or changes to the assignment of space, the relevant Executive member, after consultation with Facilities Management, is to provide a broad overview of proposed changes, for in-principle approval by the Executive.

4.6 Following in-principle support for significant relocations and/or change, the requestor is to submit a space allocation or capital project request through USC Connect for consideration by the Space Advisory Committee (SAC) and approval by the Campus Development and Space Governance Committee (CDSGC)

## 5. Space Allocation – Staff

5.1 Cost Centre Managers are responsible for ensuring staff are accommodated in spaces that suitably support their work activities.

5.2 Full-time staff, both academic and professional, at >0.6 full-time equivalent (FTE) should have a space allocated at their home campus in accordance with the Indicative Staff Space Allocation Model.

5.3 Part-time staff, both academic and professional, at 0.6 FTE or less should be accommodated in a shared workspace.

5.4 Staff involved in cross-campus work will be allocated a permanent work area at their home campus and will have access to a shared area or bookable space on other campuses, where possible.

5.5 Staff with an office who will be on leave for three months or more are to make the space available for short term use (such as for visiting academics) as required by the organisational unit.

5.6 Adjunct, honorary or visiting appointees and volunteers are classed as affiliates, not staff, and as such will not necessarily be entitled to dedicated private space. These appointments may be provided with access to shared space if available and at the discretion of the organisational unit they are attached to.

5.7 Cost Centre Managers may direct staff to spaces as necessary to meet organisational needs

### APPROVAL AUTHORITY

Vice-Chancellor and President

### RESPONSIBLE EXECUTIVE MEMBER

Chief Operating Officer

### DESIGNATED OFFICER

Director, Facilities Management

### FIRST APPROVED

15 July 2019

### LAST AMENDED

25 June 2021

### REVIEW DATE

15 July 2024

### STATUS

Active

## 6. Indicative Staff Space Allocation Model by Category

STAFF CATEGORY	SPACE ALLOCATION	NOTES (IN ALL CASES ALLOCATION IS PRO RATA IF NOT FULL-TIME) (WHERE AVAILABLE)
Casual or Sessional Academic staff (Lecturers, Tutors, Demonstrators, Markers)	Hot Desk Workstation Space	Provide shared work space for desk work, plus adequate interview rooms for student contact if required.
Academic Visitors	Discretionary Allocation	Academic Visitors can use work spaces of staff on leave or absent if available.
Honorary Staff meeting requirements for contribution research and/or teaching program	Shared space	Should meet requirements as determined by the DVC (Academic). Allocation pro rata if not attending on a full-time basis. Most honorary staff won't qualify for space.
Adjunct		The allocation includes common areas required to support the open plan such as meeting rooms, storage and common rooms.
Professional Staff Levels 7-10 with demonstrated need for an office (e.g. staff with supervisory responsibilities)	Standard Office	Should meet work criteria for private space such as continuous confidential consultations.
Professional Staff Levels 3 -10. Full time and part-time/casual on pro rata basis.	Shared space	Accommodation from 2 staff per office upwards. Most professional staff are in this category unless they specifically meet the criteria for private space.  The allocation includes common areas required to support the shared space such as meeting rooms, storage and common rooms.
Academic Levels A, B, C, D and E or equivalent	Standard Office	Offices larger than 12 square metres should, where possible, be used for sharing with multiple staff for those categories that can share, rather than for single staff. Where work is primarily laboratory based, offices will be allocated where there is a demonstrated need for two work spaces.
Senior Staff e.g. Cost Centre Manager	Large Office	Provides for desk plus meeting space. Most small meetings will be held in the office.
Executive e.g. Deputy/ Pro Vice-Chancellor or Chief Operating Officer	Double Office	Staff in this category nominated by Vice-Chancellor. Desk plus meeting space.  Regular small meetings up to 6 people, will be held in the office.  Larger meetings will be held in bookable meeting rooms elsewhere on campus as appropriate.
Vice-Chancellor and President	VCP Office	Desk plus meeting space. Regular small meetings, up to 6 people, will be held in the office.  Larger meetings will be held within the Chancellery or elsewhere on campus as appropriate.
Chancellor	Chancellor Office	Desk plus meeting space. Small meetings of up to 4 people will be held in the office. Larger meetings will be held in bookable meeting rooms within the Chancellery or elsewhere on campus as appropriate.

## 7. Space Allocation – Students

7.1 Full-time higher degree by research (HDR) students will be allocated up to four square metres of space, which will be provided in a shared area, with shelving or lockable drawers.

7.2 Part-time HDR students will be eligible for hot desk access to HDR study spaces without shelving or lockable drawers.

7.3 Postgraduate coursework students will not have allocated space, but access to shared write-up space may be provided where possible.

## 8. New Starters and Relocation

8.1 Organisational units submit an initial request for a new starter/relocation through USC Connect with the intended office specified by the appropriate Cost Centre Manager. Facilities Management confirms availability and records the movement.

8.2 If your request is approved, a link to both the New Starter and Access and Relocation forms (ARF) will be sent to the requestor with an approval number to confirm the allocation and activate the move process. The relevant form then needs to be sent through to DG Access Request email group by the requestor, to be received by the Facilities Management, ITS, SafeUSC and Print Services.

8.3 If no office or space is specified in the initial request to USC Connect, this will notify Facilities Management that additional assistance is required to identify a space and a space review will commence. This could include revising the existing space holding, reorganising staff and offices to make a better fit or reviewing other spaces to find a solution that supports space principles and objectives.

8.4 If the relocation involves multiple staff, significant works or modification to a space or is related to a larger project e.g. a new building, this will be handled as part of the Space Allocation and Capital Projects Approval process.

8.5 When space is to be vacated, the vacated space may not necessarily be retained by that organisational unit.

## 9. Space Allocation and Capital Projects Approval Process

### 9.1 USC Connect

9.1.1 All space and capital project requests must be submitted using USC Connect and accompanied by a business case in the prescribed format (available on MyUSC) which details the space or project requirements, justification for the request, and any funding available.

9.1.2 For a request to be considered for an escalated response, outside of the Strategic Asset Management Plan (SAMP) process, it must be justified using one of the following three (3) reasons and have written confirmation from the relevant authority:

- (a) Inability to teach due to lack of space/infrastructure – supported by Manager, Curriculum Data & Systems Management;
- (b) Research Grant funding – supported by Deputy Vice-Chancellor (Research & Innovation) and Director, Office of Research; or
- (c) Workplace Health & Safety Risk – supported by Manager, Health, Safety and Wellbeing.

9.1.3 The request will be approved or declined by the Cost Centre Manager through the USC Connect system.

### 9.2 Facilities Management Triage Team

9.2.1 All space and capital project requests will be received by Facilities Management through USC Connect and assessed internally through the Facilities Management Triage Team against existing SAMP, Capital Maintenance and Space Management Plans.

9.2.2 Membership of the Facilities Management Triage Team will include subject matter experts (SMEs) within the department and other areas of the University. The meeting is chaired by the Director, Facilities Management.

9.2.3 The Facilities Management Triage Team will meet to triage requests into three (3) groups:

- (a) SAMP Project – the request is large and complex enough that it needs to be considered and scheduled as part of the University's annual SAMP process for approval by USC Council.
- (b) Accelerated Response (AR) Project – the request has been justified in the business case to require an accelerated response (as per 2.2) for approval by the Space Advisory Group and Campus Development and Space Governance Committee. Note all property acquisitions, disposals, leases, and licences will be considered under this group.
- (c) Minor Moves and Works (MMW) Project – the request is straightforward and has little impact on other stakeholders so can be approved by Facilities Management Triage Group.

### 9.3 Space Advisory Group

9.3.1 The Facilities Management Triage Team will submit to the Space Advisory Group (SAG) all AR Project requests and any projects that have been assigned to the SAMP.

9.3.2 Membership of the SAG includes USC senior staff who are SMEs for the space and project requests received for the meeting. The meeting is chaired by the Director, Facilities Management.

9.3.3 All AR Project submissions to the SAG will include:

- (a) Business Case (prepared by requestor);
- (b) Return Project Brief incl. high-level cost estimate (prepared by Facilities Management); and
- (c) Facilities Management recommendation or advice that the project should not be supported.

9.3.4 The SAG will meet to assess the AR Project requests against university requirements and standards and provide advice to the Campus Development and Space Governance Committee.

9.3.5 The SAG can decide to overturn the recommendation provided by Facilities Management.

### 9.4 Campus Development and Space Governance Committee

9.4.1 The Campus Development and Space Governance Committee (CDSGC) receives AR project requests from the SAG with accompanying advice as to whether the request should be approved for accelerated response, reassigned to the SAMP process, or rejected.

9.4.2 Membership of the CDSGC includes members of the University Executive. The meeting is chaired by the Vice-Chancellor & President.

9.4.3 The CDSGC will meet and receive a list of current SAMP projects for noting. All SAMP projects will be considered as part of the annual SAMP consultation and development process and received by the CDSGC as a formal strategic proposal.

9.4.4 The CDSGC can defer AR project requests to Planning & Resources Committee (PRC) and USC Council if deemed required.

END

USC Connect

END

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#### RELATED DOCUMENTS

[Academic Timetable - Academic Policy](#)

[Academic Timetable - Procedures](#)

[Conduct on University Premises - Operational Policy](#)

[Equity and Diversity - Governing Policy](#)

[Hire of University Facilities - Operational Policy](#)

[Resources - Room Bookings - Operational Policy](#)

[Space Management - Operational Policy](#)

[Students with a Disability - Operational Policy](#)

[Third Party Retail Providers on USC Premises - Operational Policy](#)

#### LINKED DOCUMENTS

[Space Management - Operational Policy](#)

#### RELATED LEGISLATION / STANDARDS

[Disability Discrimination Act 1992 \(Cth\)](#)

[University of the Sunshine Coast Act 1998 \(Qld\)](#)

[Disability \(Access to Premises — Buildings\) Standards 2010](#)