

Definitions

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

1. Purpose of procedures

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. Space Allocation – General

2.1 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.

2.2 Asset Management Services (AMS) assigns space to a School, Cost Centre, or other department (an organisational unit) to be operationally managed by that organisational unit.

2.3 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 AMS.

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

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

2.6 Following in-principle support for significant relocations and/or change, AMS will facilitate consultation with those impacted by the changes and provide further detailed design and costing to the Executive.

2.7 Once finalised, the developed proposals will be presented by the Director, AMS to the Chief Operating Officer for endorsement.

3. Space Allocation – Staff

3.1 Head of School and organisational unit are responsible for ensuring staff are accommodated in spaces that suitably support their work activities.

3.2 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.

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

3.4 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.

3.5 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.

3.6 Adjunct, honorary or visiting appointees and volunteers are classed as Persons of Interest (POI), 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.

3.7 Heads of School and Organisational Units may direct staff to spaces as necessary to meet organisational needs

4. Indicative Staff Space Allocation Model by Category

STAFF CATEGORY	SPACE ALLOCATION (WHERE AVAILABLE)	NOTES (IN ALL CASES ALLOCATION IS PRO RATA IF NOT FULL-TIME)
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.

APPROVAL AUTHORITY

Vice-Chancellor and President

RESPONSIBLE OFFICER

Chief Operating Officer

DESIGNATED OFFICER

Director, Asset Management Services

FIRST APPROVED

15 July 2019

LAST AMENDED

6 December 2019

EFFECTIVE START DATE

6 December 2019

REVIEW DATE

15 July 2024

STATUS

Active

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 Adjunct	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. 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. Director, Head of School or Dean	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.

5. Space Allocation – Students

5.1 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.

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

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

6. New Starters and Relocation

6.1 Organisational units submit an initial request for a new starter/relocation through AMS Connect with the intended office specified by the appropriate Cost Centre Manager.

AMS confirms availability and records the movement.

6.2 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 wider Moves, Adds and Changes (MAC) group.

6.3 If no office or space is specified in the initial request to AMS Connect, this will notify AMS 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.

6.4 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 a project move and handled by a dedicated project team. Forecasted projects will be brought to the MAC group as soon as AMS is made aware and will require at least three weeks' notice for the project team, made up of representatives from AMS and IT, to plan and implement the move.

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

7. Space Projects and Refurbishments

7.1 Projects and moves requiring significant reassignment of space, works, and alterations (beyond what can be achieved with AMS resources alone), will need to be approved by the AMS team. A project request form is available through AMS Connect and must have Cost Centre Manager, or delegate, approval.

7.2 When developing new or refurbished office space, users will be consulted in the design process and, where staff will be transitioning to a different style of space (from private to shared space for example) change management matters will be specifically addressed by the Cost Centre Manager in consultation with AMS.

7.3 All works will be completed in accordance with USC's Design Guidelines.

END

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 \(Cwlth\)](#)

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

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