

Space Management Policy

INTRODUCTION

Physical Space is at the same time a major asset as well as a cost of the University and a limited resource. The University currently occupies over 170 buildings and related infrastructure totalling over 120,000m², distributed throughout campuses from Darwin to Alice Springs. However, the provision and availability of appropriate space is essential to support the University's teaching, research, administration and community service objectives. The effective and efficient management of space is critical to achieving the University's strategic plan.

To optimise utility and functionality, all University spaces are centrally owned and managed.

The University is committed to providing appropriate and adequate space to ensure that the entire University community can accomplish the required outcomes and outputs to support achieving strategic goals.

STATEMENT OF AUTHORITY

The authority behind this policy is the [Charles Darwin University Act 2003](#) part 3, section 15.

COMPLIANCE

This is a compliance requirement under the [Charles Darwin University Act 2003](#) part 3, section 15.

INTENT

The funding and provision of appropriate, adequate physical research, teaching and training facilities are central to considerations in the University's decision-making processes around space management. This policy is intended to assist the University management in achieving savings and efficiencies, providing high-quality teaching and learning facilities, and improved utilisation of space.

This document and associated procedures apply to all staff, students and commercial tenants of the University.

RELEVANT DEFINITIONS

In the context of this document

Commercial Tenants means external parties that lease space on a University campus for a defined period of time;

FMIS means Facilities Management Information System, the University's electronic database used to assist in managing facilities which includes space management;

Governance document means a formally approved document that outlines non-discretionary governing principles and intentions, in order to guide University practice. Governance documents are formal statements of intent that mandate principles or standards that apply to the University's governance or

operations or to the practice and conduct of its staff members and students they include the Charles Darwin University Act (2003), by-laws, policies, procedures, guidelines, rules, codes and the Enterprise Agreement;

Senior Executive means a staff member of the University holding the position of Vice-Chancellor, Provost, Deputy Vice-Chancellor, Pro Vice-Chancellor or Chief Financial Officer or equivalent;

Senior Manager means a staff member of the University holding the position of Director or Head of School or equivalent;

Space means an area or place on University land (Detailed definitions can be found in the Space Management Procedures);

Staff member means anyone employed by the University and includes all continuing, fixed-term, casual, adjunct or honorary staff or those holding University offices or who are a member of a University committee;

Student means a person prescribed as a student of the University in By-law 2 of the [Charles Darwin University \(Student of the University\) By-laws](#); and

TEFMA means the Tertiary Education Facilities Management Association that provides guidance on space management for tertiary institutions.

POLICY

Allocation and Occupancy

University owned land and buildings, including leased property, are resources to be managed and utilised to achieve optimal outcomes in support of institutional objectives. To achieve this, the following principles are to be applied:

- All space is deemed to be University space and shall not be controlled by faculties, schools, business units, offices or individuals;
- Continued allocation of space not currently occupied by a faculty, division or unit, will be at the discretion of the Vice-Chancellor based upon recommendations made by the Capital Development and Space Management Committee; and
- Requests for allocation of space and the redesignation of type or function of existing space will be subject to the approval of the Vice-Chancellor based upon recommendations made by the Capital Development and Space Management Committee.

Planning and development

The planning and development of University space is a crucial activity to ensure it is allocated and/or modified in the most effective and efficient way, utilising the [TEFMA](#) space planning guidelines where practicable. In delivering this function, this policy and related procedures are to be adhered to and all space planning and development activities are to be coordinated through the Facilities Management Office.

The allocation of all centrally-timetabled teaching spaces will be carried out through the Manager, Examinations, Timetabling and Results in the Office of Student Administration and Equity Services.

Management and reporting

To ensure space management remains consistent with best practice, the University is committed to providing transparency and reporting of all space management activities. Reporting on space management will be conducted by the Facilities Management Office and forwarded to the Vice-Chancellor through the Capital Development and Space Management Committee, whose membership will be from across the University. All reporting will be in accordance with [TEFMA](#) benchmarks.

Responsibilities

The Vice-Chancellor is accountable to the Council for the use of all University resources, which includes space management. The Vice-Chancellor has final approval over space allocation. The Vice-Chancellor's decision is final.

The Capital Development and Space Management Committee is responsible for reviewing and advising on allocation, re-allocation and modernisation of spaces in consultation with the relevant Senior Executives and the Manager, Examinations, Timetabling and Results as required.

The Senior Executives in consultation with affected stakeholders are responsible for ensuring that all space within their area of responsibility is utilised effectively and efficiently in line with the University's strategic plan.

The Deputy Vice-Chancellor, Operations, is responsible for developing, reviewing and implementing University governance documents, which comprise the framework for space management.

The Director, Facilities Management is also responsible for monitoring and reporting on all space management activities conducted, to ensure compliance with the framework and will report all activities involving space management to the Capital Development and Space Management Committee.

The Director, Facilities Management, in consultation with the Manager, Examinations, Timetabling and Results, is also responsible for ensuring that all teaching and learning spaces are allocated, re-allocated and modernised in an equitable and efficient manner.

The Space Management business unit in the Office of Facilities Management is responsible for the day to day operations and adherence to the space management framework.

The Manager, Examinations, Timetabling and Results is responsible for the efficient timetabling of space allocated for teaching, learning and research purposes.

The Facilities Management branch is responsible, in collaboration with the Manager, Examinations, Timetabling and Results, for making ad hoc room bookings for internal and external functions (For further information on room bookings refer to the University [Hire of University Facilities and Equipment Procedures](#)).

ESSENTIAL SUPPORTING INFORMATION

Internal

[Environmental Management Policy](#)

[Hire of University Facilities and Equipment Procedures](#)

External

Document History and Version Control			
Last amendment:	15 Dec 2017	Next Review:	Mar 2015
Sponsor:	Deputy Vice-Chancellor, Operations		
Contact Officer:	Director, Facilities Management		

Version	Date Approved	Approved by	Brief Description
1.00	21 Mar 2012	Vice-Chancellor	Creation of original document and upload to CDU website.
1.01	13 Feb 2013	Governance	<ul style="list-style-type: none">• Updated and added hyperlinks• Minor changes to wording, formatting and grammar• Addition of relevant definitions• Changed contact officer from EDFAS to DFM
1.02	15 Dec 2017	Governance	<ul style="list-style-type: none">• Conversion to new Governance template due to new University branding• Updated definitions for governance document, staff member and student• Updated hyperlinks• Removed reference to Finance and Asset Management Policy as rescinded• Amended EDFAS to DVC, Operations• Amended the Coordinator, Examinations and Timetabling to the Manager, Examination, Timetabling and Results• Amended the Sponsor from the VC to DVC, Operations