
Space Management at CHEC

Office Accommodation Policy

Statement

This policy defines the conditions and procedures under which Space Management is conducted. This policy does not relate to learning environments.

Objectives

The purpose of this policy is to adopt a more strategic approach to the management of space to ensure efficient and effective use, thereby avoiding unnecessary capital expenditure.

Content and Implementation

The allocation and occupancy of space at Coffs Harbour Education Campus shall be at the authority of the CHEC Managers' group and, if necessary, the Campus Executive.

**The current practice is that all Southern Cross University staff be housed in Block M.*

It is the responsibility of Senior Education Leaders and Heads of Work Units and operations to ensure allocated space is managed efficiently and effectively and to report unused space for appropriate re-allocation.

To meet the Coffs Harbour Education Campus requirements for maintaining accurate space inventory records, including room-type, categories and utilisation, any re-assignment of space or change in function which has been approved by the Campus Executive and the Finance and Properties Committee is to be reported to Coffs Harbour Education Campus Administration and Facilities Management Services.

Administration and Facilities Management Services shall maintain a comprehensive database of space allocated to each work unit, from which periodic space management reports, including space use, will be provided to Campus Executive.

Utilisation audits shall be conducted on a bi-annual basis together with continuing Condition Audits to enable physical assets to be managed in accordance with the Asset Management Policy and the ongoing refurbishment plan.

Scope

This policy applies to all staff, both full time and casual employees, including tenants or other occupants of buildings at Coffs Harbour Education Campus.

Related Policies, Documents, Legislation and Strategic Priorities

This Policy should be read in conjunction with the Coffs Harbour Education Campus' Asset Management Policy and Procedures and the procedure Managing Office Accommodation.

Institutional Context

The Policy supports the Coffs Harbour Education Campus' strategic directions in the efficient and effective use of space. The Policy also reflects and supports the main commitments of the Coffs Harbour Education Campus Strategic Asset Management Plan.

The principle of "ownership" or "priority use" will not be applied to the allocation of any office space.

Responsibilities

Policy Contact Officer CHEC - Manager Administration

Policy Manager CHEC – Manager Administration

Policy Custodian CHEC Campus Executive

Approving Authority CHEC Board of Governors

CHEC Executive Suite – Level 1 Block A

Primary Purpose

Co-location of Campus Executive members and Senior Management of each partner who are leaders and decision makers in the strategic management of Coffs Harbour Education Campus enhances cohesion in the continued strategic decision making processes of the campus.

Partner specific Executive Support for each member of Campus Executive and Senior Manager of each partner will be allocated an adjacent work station.

The Executive Assistant to the Campus Executive will be allocated a work space within the CHEC Executive Suite.

Secondary Purpose

The secondary purpose is to accommodate the manager/representative of each partner who is responsible for the day to day operational activities of that partner.

The allocation of space for secondary purpose staff will be based on an equal percentage, or as agreed by the Campus Executive.

If any stake holder finds cause to apply to vary this policy, an application must be forwarded to the CHEC Managers' and the Campus Executive with 30 days' notice for discussion and formal approval.

General Academic and Learning Support Offices

The manager/representative of each partner, responsible for the day to day operational activities of that partner will provide a best endeavours annual academic and learning support staff accommodation plan in March each year

Proposed reallocations are negotiated with the policy manager and approved at the CHEC Managers Committee.

Space cannot be reserved indefinitely unless a teaching or research program which identifies staff accommodation requirements and numbers is approved to commence within 6 months.

Unannounced Staffing

Best endeavours will be made to provide short term emergency accommodation prior to confirmation in the annual academic and learning support staff accommodation planning process. Emergency or unplanned accommodation cannot be guaranteed.

Vacant Space

Any office that does not fall into the above plans will be deemed vacant and fall to a pool of available space to be managed and allocated by the policy manager prior to confirmation in the annual academic and learning support staff accommodation planning process.

Unauthorised Office Relocations

Indiscriminate swapping of offices is not authorised.

Alterations

Major alterations (such as knocking down walls) to offices are to be referred to the CHEC Managers' group.

Any alterations that may impact on the timetable must be referred to the CHEC Managers' group.