

A). Policy Name:

1. Management of Non-Teaching Space on Campus

B). Definitions:

1. **Non-teaching space** : includes all space not used for classroom teaching.
2. **Allocated Space** : is space under the management of an Office, Division or outside organisation.
3. **Outside Organisation** : In this context an organisation refers to an occupier of space but not part of a Division or Office of the University. A list of outside organisations occupying space will be in an accompanying schedule to this policy.

C). Policy Issues and Background :

1. Space is Macquarie University's most expensive resource with the current valuation of our buildings at nearly \$300 million. Each new building costs at least \$10 million and such expense cannot be justified unless existing space is fully utilised.
2. Since the earliest days the University has been in an expansion mode, steadily increasing the amount of space available for our activities. Over the past few years some areas of the University have undergone changes in size or function and we now need policies and practices which allow us to reassess the space allocations that have been made.
3. Macquarie University has established the Space Management Unit within the Buildings and Grounds Office to maintain information sources, implement management strategies and provide assistance to local management for space on campus.
4. In the past space has been allocated on an ad hoc basis to Divisions/Offices, Departments, Centres, individuals or other organisations based on demonstrated needs. A more structured approach to space allocation and management is required in order to use our facilities to their potential.
5. Non-teaching space makes up about 90% of the available space on campus and is therefore the most important spaces to manage appropriately.
6. The aim of this policy is to provide guidelines and assist Divisions and Offices for managing space appropriately.
7. This policy applies in an overall sense and may not be appropriate for application to individual spaces.

D). Policy :

Non teaching space at Macquarie University will be allocated on the basis of legitimate needs and must be managed appropriately by Divisions and Offices who will need to justify their space allocations on a regular basis.

E). Application :

1. All space on our campuses belongs to the University as a whole.
2. Space can be allocated to Divisions or Offices on the basis of need however those allocations are in a continuous state of review.
3. Space is not allocated to Departments or Sections or smaller organisations. This allows a larger view to be taken by staff within Divisions and Offices who manage space across campus.
4. Despite previous allocations all space is now deemed to be allocated to the appropriate Division or Office rather than any sub-organisations.
5. The allocation/de-allocation of space to Divisions or Offices is a University Executive decision.
6. The management of allocated space is a Division or Office responsibility. Managers must be accountable in their use of space
7. Management of space should be considered in the same light as management of finances or other university resources. In the same way that funds cannot be wasted or spent on non-University activities, space should also be only used for appropriate purposes and not wasted. The financial cost of poor space use is very significant.

8. Teaching space, storage space and other categories of space on campus will be the subject of different policies and procedures.

F). Procedures:

1. Space requests should go to the Division or Office level first for local solutions
2. If local solutions are not available then the request should be forwarded to the Space Management Unit of the Buildings and Grounds Office. After investigation recommendations will be made to the Executive who will make a decision.
3. There will be regular audits of space allocations on campus and assessment against appropriate models.

G). References:

1. Schedule : Space Allocation Guidelines

H). Sources of Information :

1. Space Management Unit, Buildings and Grounds Office.
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I). Document Status

Version	Date	Author/Approver	Comments
0.1	18 July 2003	D Stewart	Initial draft for distribution prior to approval.