

Allocation and Management of Staff Space within Information Services

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Description	<p>This policy sets out the guidelines for the effective allocation and management of staff space in the Division of Information Services (INS). The policy indicates the way that space will be assigned and managed and stipulates the roles and responsibilities of those to whom space is assigned. The policy also sets out approved procedures for the reassignment of INS space.</p> <p>This policy must be read in conjunction with Griffith University's <i>Management of Space in the University Policy</i>, which shall take precedence in the event of a conflict between the two policies.</p>

Related documents

[Management of Space in the University Policy](#)

[\[Staff Space Allocation\]](#) [\[Categories of Space, Responsibilities and Funding\]](#) [\[Re-Assignment of Space\]](#)
[\[Furniture and Equipment\]](#) [\[Cleaning and Tidiness\]](#)

1. STAFF SPACE ALLOCATION

All space in the University is University owned. INS Directorates are allocated space in which to operate, and the allocations will change over time as the needs of the University and Information Services change.

The Chief Technical Officer and Deputy (INS) is responsible for the overall allocation of space in INS, in consultation with INS Management Team.

Space is allocated on the basis of assessed needs using the University's Space Model in combination with data on space utilisation, local and central knowledge about service growth or contraction, and about specific projects or external funding submissions.

Space needs are reviewed by the CTO (INS). An overview of space needs will be undertaken every three years with a review of all allocations and positions every five years. Supplementary space utilisation audits will be undertaken as needs require or as allocations change.

2. CATEGORIES OF SPACE, RESPONSIBILITIES AND FUNDING

The primary categories of space that need to be managed are as follows:

- Office space
- Staff work space
- Meeting rooms

- Storage space
- Specialised activities work space
- Project space
- Hot desk space
- Off campus tenancies

2.1 Office Space

Space for staff offices will be allocated to the Pro Vice Chancellor (INS), Chief Technology Officer (INS), INS Directors and Managers consistent with University policy. INS policy allows for offices to be allocated to any staff member when required by their role. Recommendation is made by the team manager to their Director for approval.

Refurbishment of these spaces will be the responsibility of the relevant senior officer.

2.2 Staff Work Space

Staff work space, other than those mentioned above, will be open plan space. Allocations will be made on the basis of functional requirements.

Refurbishment of staff space will be the responsibility of the Director to whom the space has been allocated. Decisions about refurbishment costs will be made between the CTO (INS) and the Director.

Consistent with University policy, each staff member will be allocated one desk at their home campus. Hot desks will be used when staff work away from their home campus.

2.3 Meeting Rooms

All meeting rooms within INS allocated space will be made available to all staff. Bookings for use of meeting rooms will be made through the relevant room booking system.

2.4 Storage Space

Two types of storage space exist: Business Activity Storage and Long Term Storage.

Business Activity Storage is storage space that is made available for day-to-day business and is calculated in the University space planning model for staff space allocations. It is anticipated that equipment/material kept in this storage will be used on a regular basis and needs to be on-hand.

Long Term Storage is storage space for equipment and material that needs to be kept for an extended period and is not required for day-to-day functioning of the unit who has the material. Each campus will have one or more long-term storage areas to allow for the collection of material in this category.

Refurbishment of Long Term Storage space is funded either from INS funds or by a successful bid for inclusion in the Capital Management Plan.

2.5 Specialised Activities Work Space

Where space with specialised features such as climatic control, specifically designed joinery or noise abatement is required, Campus Life usually makes these allocations from funding received in the University's Capital Management Plan. The relevant Director will usually negotiate the construction and maintenance of these facilities with the Director, Campus Life through the CTO (INS). Examples of specialist spaces may include server rooms or network switching areas.

2.6 Project Space

Project space requirements are determined on a case by case basis considering the scope, scale and duration of the projects to be accommodated. Where portfolios have a need for space for short-term projects (or when staff are allocated to perform projects as part of their normal activities) it is anticipated that Directors will meet these space needs from within existing allocations.

For larger extended projects, the CTO (INS) will allocate space as necessary.

It is the responsibility of the relevant Director to inform the CTO (INS) of the requirements for project space in sufficient time to plan appropriately.

2.7 Hot Desk Space

INS will maintain hot desk spaces at each campus to support the needs of staff. Extended use of a hot desk should be referred to the CTO (INS) for approval.

2.8 Off Campus Tenancies

The University will not normally support off campus tenancies. Permission should be sought from the Director, Campus Life and the CTO (INS) prior to any arrangement for off campus space being purchased, leased or rented.

3. RE-ASSIGNMENT OF SPACE

- 3.1 Possession of space is not gifted from one generation to the next. Where a space is vacated due to changed priorities or restructures, space is returned to the pool. In accordance with this policy, the Senior Project Officer, PPO will assess all requests to reassign INS space before advising and making recommendations to the INS Executive Team. INS Executive Team will consider the recommendations of the Senior Project Officer, PPO, and advise the CTO (INS) who will allocate space to maximise functional requirements.
 - 3.2 In all cases where a significant re-assignment of space is to occur on a campus, discussions should involve INS Executive Team.
 - 3.3 In line with University policy, no common use space may be re-assigned to another function without the approval of the Vice Chancellor. Any requests for such re-assignment are to be submitted to the Vice President (Corporate Services) who will arrange for advice from Campus Life.
 - 3.4 Space may be reassigned where Directorates make plans that consolidate existing functions. Requests to reassign space, together with associated procurement, disposal or relocation of assets, should be sent to the Senior Project Officer, PPO for assessment and recommendation to INS Executive Team.
 - 3.5 Where a re-assignment of space is agreed in INS, the Senior Project Officer, PPO, must notify the Director, Campus Life. If a different function is being considered plans should be discussed with the Director, Campus Life.
 - 3.6 Any space re-assignments undertaken without the required approvals may be revoked by INS Executive Team without notice. The costs for making good shall be borne by the unapproved occupant.
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4. FURNITURE AND EQUIPMENT

4.1 Furniture

Where new space is provided or existing space is refurbished through the Capital Management Plan, the cost of furniture is met from the Capital Management Plan.

In all other cases, replacement/upgrade of furniture is the responsibility of INS.

4.2 Equipment

Equipment such as computers, scientific instruments etc. are the responsibility of the INS in both new and refurbished space.

5. CLEANING AND TIDINESS

Staff are responsible for keeping their work areas generally tidy and clean, beyond the cleaning which is carried out by the University's contracted cleaners. Staff are also responsible to ensure their work areas meet the University's health and safety requirements.

Directors will be responsible to ensure that INS storerooms located within their areas are kept neat and orderly.