

 BOND UNIVERSITY	SPACE MANAGEMENT PROCEDURE
Contact person	Director, Facilities Management
Date first approved	18 November 2008
Approval Authority	Vice President Operations
Date of next review	10 May 2025

1. PURPOSE AND OBJECTIVES

Space is one of Bond University's major assets. The availability of appropriate space is essential to support the teaching, research and community services objectives of our institution and our ability to attract students.

The effective planning, management and control of accommodation and space are key to the University's strategic planning and operational effectiveness and result in the following:

- A quality learning and working environment for students and staff;
- Statutory compliance for University facilities;
- Effective management of space to meet the strategic needs of the University; and
- Cost effective utilisation of space.

This Procedure applies to all University space, including space that is used by colleges, administrative units and entities, and covers the assignment and control of such space.

2. AUDIENCE AND APPLICATION

All Staff

3. ROLES AND RESPONSIBILITIES

Role	Responsibility
	See Schedule 1 Space Management Authority Delegations

4. THE PROCEDURE

All space is University space. With the exception of teaching spaces, the Office of Facilities Management has responsibility for planning allocation and management of space across the University to meet the strategic and operational needs of the University. The timetabling and room booking system for teaching and learning spaces is managed by Student and Business Services.

Space will be assigned or reassigned to a Faculty/School/College/Office on the basis of need, based on the strategic direction of the organisation. Space is not permanently assigned to a Faculty/ School/College/Office. The utilisation of space will be audited and monitored by Facilities Management and by Student & Academic Services in respect to teaching spaces, and space may be re-assigned if analysis indicates space is underutilised, or if there is a higher demonstrated need which meets the University's strategic objectives.

No alterations, additions or modifications or reallocations regarding space are to be made without reference to the Vice President Operations. This includes any changes in the use and function of all space resources within the University including painting of internal and external surfaces, as well as land and pedestrian surfaces.

4.1. Circulation Space

All circulation space is to remain clear of obstruction and available for free access by all authorised users in accordance with relevant legislation and guidelines.

The Facilities Management Office, as its nominal custodian, regulates to ensure the safety, security, and appropriate maintenance of circulation space.

It is the day-to-day responsibility of units who are the principal users of circulation space to ensure that it is used in a safe and appropriate manner.

4.2. Access for Persons with a Disability

Bond University requires that all new buildings and their immediate surroundings are designed for access by staff, students and visitors with disabilities in accordance with the appropriate current Australian Building Code and Australian Standards.

The University shall endeavour to improve access to older buildings which do not meet current Australian Building Code and Australian Standards when renovations or improvements are made.

4.3. Amenities

Bond University will make reasonably available or accessible the following services for its employees:

- an adequate supply of potable drinking water;
- adequate lighting from natural and/or artificial sources;
- suitable sanitary facilities for personal hygiene, consisting of toilet and hand washing facilities that are appropriate to the nature of the work being performed;
- means of ventilation with outdoor or mechanical air-handling systems which will maintain adequate air quality;
- suitable safe and hygienic dining facilities, where the nature of the work performed does not allow the employee to eat in the employee's work area.

4.4. Dispute Resolution

Where a space issue cannot be resolved the matter may be referred to the delegated authority as defined in Schedule 1.

4.5. Performance

Audits of all space will be conducted from time to time at the direction of the delegated authority to ensure that space is being utilised to its potential and to establish the need for upgrades as may be required.

5. DEFINITIONS, TERMS, ACRONYMS

For the purpose of this Procedure:

Relocation	is the process whereby a person, unit or activity is moved from one location to another. It includes: associated activities such as space reassignment, if necessary; modification of space or spaces to suit the new user/use; changeover of IT and telephone; and physical movement of room contents.
Space assignment	is the process whereby custody of space is given to a custodian (Executive Dean, Director, or Head of Office).
Space reassignment	is the process whereby custody of space is transferred from one space custodian to another.
Assigned space	is space which is assigned to a Faculty/School/College/Office (an element) and is managed by that element.

6. RELATED DOCUMENTS

[Campus Management Policy](#)

[Schedule 1 Space Management Authority Delegations](#)

[Approval of Works to University Buildings and Site Infrastructure Procedure](#)

Building Design and Approval Procedure – FM procedure

7. MODIFICATION HISTORY

Date	Sections	Source	Details
10 May 2022			Converted Policy (COR 5.13) to this Procedure
5 June 2019			

Schedule 1: Space Management Authority Delegation

Faculty, College, or Office Authority	
Chancellery	Vice-Chancellor
Engagement, Communications, Alumni, and Development, Bond Sport	Vice President Engagement
Bond Business School	Executive Dean, BBS
Faculty of Law	Executive Dean, LAW
Faculty of Health Sciences & Medicine	Executive Dean, HSM
Faculty of Society and Design	Executive Dean, FSD
Bond University College and Micro-credential Unit	Provost
Student Business Services (including Student Services)	University Registrar
Library Services	University Librarian
Strategy & Planning	Director, Planning
Student Recruitment, Future Students, and Marketing	Vice President, Future Students
Information Technology Services	Director, Information Technology Services
Financial Services	Chief Financial Officer
Human Resources	Director, Human Resources
Office of Learning & Teaching	Director, Learning & Teaching
Office of Research Services	Director of Research
Office of Facilities Management	Director, Facilities Management
Transformation Co-Lab	Assistant Provost