



SPACE MANAGEMENT POLICY

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SPACE MANAGEMENT POLICY

INTRODUCTION

1. This Policy governs the management and utilisation of all space resources within Monash University owned or controlled buildings, whether on a campus or off-campus.
2. The purpose of this policy is to ensure the effective and efficient utilisation of University space resources resulting in the following:
 - A high quality teaching, learning and research environment for students, staff, and visitors
 - Statutory compliance for University facilities
 - Strategic co-location of commercial researchers and other entities on our campuses
3. The ultimate management and allocation of all space resources within the University is at the discretion of the Vice-Chancellor and the Vice President (Administration).
4. Allocation of space is the responsibility of the relevant Campus Space Co-ordinator subject to the direction of the Vice President (Administration).
5. This Policy applies to the allocation and management of space to:
 - Faculties, departments, centres, administrative divisions and all other University entities (“the University”)
 - Companies in which the University holds at least 50% ownership; eg Monyx, Monash International, Monash Commercial, and its wholly or majority owned subsidiaries (“a controlled entity”)
 - Third Party Tenants (including entities in which the University holds less than 50% ownership) as specified in the Third Party Policy Handbook (“a third party”)
6. All allocations or reallocations, alterations, additions, or modifications of space are to be made with reference to the Space Management Guidelines and Procedures (see Annexure 1). This includes any changes in the use and function of any space resources within the University.
7. Charges for space are as determined in the Space Charging Policy (see Annexure 2).
8. The maintenance, alteration, refurbishment or modification of space is the responsibility of the Facilities & Services Division.
9. Capital works decisions are made in the context of the University’s budget process and the University wide priority sequence. They are reviewed annually in relation to University priorities by the Vice-Chancellor’s Group and the Senior Management Committee prior to endorsement by the Resources & Finance Committee and Council (see Annexure 3).
10. Where new spaces are created eg by construction of a new building or major refurbishment of an existing building, the presumption is that spaces will provide for an open plan office layout in lieu of traditional walled offices for a range of academic and administrative staff (see Annexure 3, section 4).

RELATIONSHIP TO OTHER UNIVERSITY PLANNING DOCUMENTS

11. The following documents articulate the high level, long term planning of the University. They do not address space allocation.
 - Urban Plans
 - The University has urban plans for each of its campuses, including its offshore campuses. The urban plans provide a long term framework for capital works planning. They articulate the optimum development of the campus given the physical constraints and opportunities of the site, the

long term development capacity of the campus, and the objective of developing vibrant, integrated campus environments. The University has an agreed priority sequence applying to the development path for each campus and an agreed priority sequence for University capital developments.

- Campus Directions Statements
 - Each campus either has or will have a Campus Direction Statement outlining the long term teaching and research plans for each campus. These statements may also incorporate desirable urban planning elements to support the teaching and research activities.

12. Faculty and divisional operational plans may identify the short term (i.e. 1-2 years) need to either vacate space or secure additional space. Vacating or securing space to address faculty and divisional operational plans is subject to this Policy.

RELATED DOCUMENTS

13. Third Party Policy Handbook.
14. Monash University Space Allocation Guidelines and Procedures (Annexure 1).
15. Space Charging Policy (Annexure 2).
16. Capital Works (New Buildings and Major Projects) Policy (Annexure 3).
17. Space Costs Associated with Space Leased by the University from 3rd Parties (Annexure 4)

POLICY DETAILS

Ownership of Space

18. For the purposes of this Policy, 'University space' means any space either owned or leased by the University, whether on a campus or not.

Capacity to Enter into Legal Agreements

19. The University is a corporate entity. Unless a specific written delegation has been provided, faculties, administrative divisions and other academic or administrative units are not legally capable of entering into any contract regarding real property for purposes of purchase or lease. Even under a written delegation, the purchase or lease of real property is done in the name of the University. Such contracts must be entered into in the name of the University, and must be signed or authorised centrally. This means that any space paid for by University funds is owned or leased by the University, not by the occupying faculty or administrative division.
20. If, despite this clear rule, a faculty or department acts to commit the University to such a contract, deliberately or inadvertently, the costs of any legal action arising from the termination of the agreement by the University, and any loss or damage incurred by the University as a result of the unauthorised contract, will be borne in full by the faculty or department responsible.

Occupiers of Space

21. An occupier may be:
 - the University
 - a controlled entity
 - a third party

Space Allocation

22. Allocation of space is primarily the responsibility of the Campus Space Co-ordinator. The Campus Space Co-ordinator's authority to allocate space is by way of a written delegation from the Vice President (Administration).
23. Campus Space Co-ordinators are directly responsible for:
 - 23.1. The allocation of centrally programmed space within the campus.
 - 23.2. The allocation of dedicated-user space.
 - 23.3. The resolution of issues over space with and between occupants.
 - 23.4. Holding surplus space and recommending solutions for its future to the Vice President (Administration).
24. Centrally programmed space means all space that is shared for teaching purposes eg all lecture theatres, some tutorial rooms, some laboratories.
25. Access to centrally programmed space for teaching timetabling requirements is coordinated at a faculty level by the respective faculty timetablers. Requirements are lodged via the University wide timetabling system Syllabus +. Scheduling conflicts are resolved by the Timetable System Unit, Staff & Student Services Division. Real time updates of the timetable can be viewed on the Monash University Time Table System (MUTTS) accessible on the web.

<http://mutts.monash.edu.au/MUTTS/>

26. Ad hoc bookings for centrally programmed space and publicly available space (such as conference facilities) can be made by a faculty, division or outside user. Such requests should be directed to the relevant campus timetabler.

On the Caulfield and Clayton campuses, ad hoc bookings are managed by Monash University Venues (MUV).

<http://www.monash.edu.au/muv/>

On all other Australian campuses ad hoc bookings are requested via the relevant Campus Manager's office.

27. Dedicated-user space means space that is allocated for the exclusive use of a faculty or department due to the special nature of the space, eg most laboratories, some tutorial rooms, all offices, spaces leased exclusively to controlled entities or third parties.
28. Requests for additional dedicated-user space are to be referred to and managed by the Campus Space Co-ordinator.
29. Where the Campus Space Co-ordinator identifies dedicated-user space that is not being efficiently utilised, the Campus Space Co-ordinator may convert that space to centrally programmed space or shared dedicated-user space as a means of increasing the utilisation.
30. In some instances the Vice President (Administration may appoint a person other than the Campus Space Co-ordinator to manage specific spaces to be allocated to third parties (eg Monash Science Technology and Research Precinct).

Provision of Space Related Services

31. The following table sets out space related services and the responsible central support service division.

Service	Relevant Support Service
1. Cleaning	Facilities & Services Division
2. Security	Facilities & Services Division
3. Lighting, heating, air conditioning and ventilation	Facilities & Services Division
4. Some IT support for teaching spaces (excludes some faculty operated PC labs)	Information Technology Services Division
5. Telephone	Information Technology Services Division
6. Data services including fixed and wireless	Information Technology Services Division
7. Recording of occupancy	Facilities & Services Division
8. Operational maintenance, minor works and some capital works (refurbishments)	Facilities & Services Division

32. Space related services are obtained by contacting the relevant central support service.

Charging for Space Related Services

33. Where University owned space is occupied by the University, all services will be provided by the relevant support services division and charges allocated via the University's annual budget process.

34. Where University owned space is occupied by a University controlled entity all services will be provided by the relevant support services division and charges allocated either via the University's annual budget process or pursuant to a Service Agreement, whichever is applicable.

35. Where University owned space is occupied by a third party, the provision of services will be the subject of negotiation between the third party and the relevant Monash representative as specified in the Third Party Policy Handbook in consultation with the relevant support services divisions.

Recording of Space Information

36. A database of space information is managed by the Facilities & Services Division. This database records all University spaces, their uses, their physical condition, and their occupancy status (eg dedicated-user, centrally programmed, or public). The database is regularly updated to account for maintenance or other works activities, and changes in uses and occupiers. The database will be progressively upgraded to improve functionality. The database is available for general access through the Intranet at the following web site.

<http://space.fsd.monash.edu.au/mapEnquiry>

37. The Facilities & Services Division will undertake periodic audits of the database information to inform space related decisions.

Responsibility for Maintaining University Space

38. The Facilities & Services Division is responsible for all activity associated with maintenance, minor works and major refurbishment activities on the University estate. Service Level Agreements between faculties and Facilities & Services will be designed to provide service levels consistent with the external market.

39. The Facilities & Services Division is also responsible for all issues surrounding the University wide collation of bids for minor works and major works, the development of priorities and the actions leading up to the implementation of works projects.

Identification of Building Related Works

40. Building related works will be guided by the longer-term requirements of the University as contained in the Campus Directions Statements, Campus Urban Plans, and the Five Year Rolling Maintenance Plan developed by the Facilities & Services Division.
41. For the Five Year Rolling Maintenance Plan, an annual works inspection will be undertaken on each campus by the Facilities & Services Division to review, identify and prioritise maintenance tasks that need attention.
42. The categories for building related works are set out below and are the same categories used for the University's budget process.
- a. **Maintenance:** work undertaken for one of the following reasons:
- To comply with statutory requirements for space occupancy and use.
 - To maintain essential services necessary for the space.
 - To prevent space deteriorating.
 - To correct a deficiency associated with the space.
 - To solve an emergency that has developed that impacts on the space.
 - Maintenance of landscaping, paving and fencing.
- See Annexure 2 for a more detailed description of the categories of maintenance.
- b. **Refurbishment and Minor Works, including for outdoor spaces.** Typically, minor works do not impact on the exterior or structure of the building. The refurbishment may change the use of the facility. Any extension of life or improvement in value is incidental to the purpose for undertaking the work.
- c. **Capital works – major refurbishments:** Major refurbishment, renovation and alteration works undertaken to an existing facility to redevelop, add to, or change the purpose of the facility. This may include work to the exterior or structure of the building. Major refurbishments will normally have a capital component, but for ease of administration, will be administered separately to the capital works program.
43. Minor works and major refurbishments are included in the University annual works programme following a bidding process managed by Facilities & Services Division. Submissions from faculties and administrative divisions are prioritised on a campus by campus basis and submitted to Vice-Chancellor's Group, Senior Management Committee and Physical Resources Sub-Committee for endorsement.
44. When prioritising works to existing infrastructure, consideration is given to the relationship to excellence in research, excellence in education, strategic importance, the student and campus experience, OHS&E impacts, accessibility, quality, fitness for purpose, environmental impact, and operational costs.
45. Currently these works are planned on a 1 to 3 year cycle, and considered as part of the annual University budget process. The campus academic planning process campus urban planning process and will result in this cycle extending to a 3 to 5 year period for major refurbishments.
46. For minor works and or major refurbishments, the Facilities & Services Division, working with Campus Managers and/or Campus Space Co-ordinators, will assess bids from campus occupiers, classify them under the appropriate framework and recommend priorities for the campus.
47. The Facilities & Services Division will publish a University-wide list of prioritised minor works and major refurbishment works on the web site with the Five Year Rolling Maintenance Plan (see clause 39).

Budget for Operational Maintenance, Minor Works, and Major Refurbishments

48. Maintenance expenditure is administered by Facilities & Services.
49. Minor works and major refurbishments works are specifically funded in the University budget.
50. Where there is a need for works outside the approved budget works, faculties can lodge a request with the Facilities & Services Division for these works to be undertaken where the cost of such works can be met within the faculty's operational budget. Approval of the works will be subject to Facilities & Services being satisfied that the works are suitable and able to be carried out in a manner that meets all relevant regulatory compliance and OHS&E standards (these works are known as 'recoupable minor works').

Capital Works – New Buildings and Major Projects

51. All new buildings and major projects will be developed in accordance with the Capital Works Policy (see Annexure 3). This policy states that all new buildings will provide for open plan accommodation for most non-senior staff unless there is a demonstrated need for an office space.

ANNEXURE 1 - SPACE ALLOCATION GUIDELINES AND PROCEDURES

1. Scope

This document details the guidelines and procedures governing the provision, utilisation and allocation of space at Monash University's Australian campuses. In considering space management issues every effort will be made to provide a quality work environment for all students and staff, which meets both regulatory compliance requirements, occupational health safety and environment standards, and the strategic needs of the University.

The aim of the space management planning process is to encourage the highest possible utilisation of space within the University infrastructure thereby reducing overall capital outlay, maintenance and running costs.

These guidelines and procedures ensure that appropriate controls are in place and that space is adequately managed on an ongoing basis.

2. Space Allocation Guidelines

The following guidelines apply to the allocation of space within the University. In each case, every consideration to the functional requirements of the occupant will be taken into account and will determine the actual allocation of space, as will the size, number and location of any available space(s), (see Annexure 5 for Monash University Office Space Standards).

	Allocation by Position	Space Type	Maximum allowance m ² UFA*
Offices			
	Senior Staff and Deans	Enclosed	25
	Professors and Divisional Directors enclosed space	Enclosed	18
	Academic Staff Level B (including research-only staff) and above	Enclosed	12
	Academic Staff Level A (including research-only staff)	Flexible	6
	Senior General/Administrative Staff (HEW 10)	Enclosed	12
	Other General/Administrative staff - flexible space	Flexible	6
	Higher degree students (research and coursework) – time shared work station in open plan environment	Flexible	3 - 5
Teaching			
	Flat floor lecture room (per person)		2
	Tutorial Room (per person)		2

*UFA = useable floor area

3. Space Design Principles for shared facilities

Opportunities to improve the flexibility and efficiency of University spaces, building design and operational outcomes will incorporate the utilisation of shared facilities where practical.

Space design principles for shared facilities are as follows:

- 3.1 Meeting Rooms to function as both formal and informal areas accessible to all university personnel and be available for bookings through a centrally managed booking system.
- 3.2 Staff rooms to function as both staff break-out areas and informal meeting spaces and be accessible to all building users.
- 3.3 Tea Preparation Rooms will exist in areas not directly supported by staff rooms.

3.4 Photocopy / Print stations will be located to service all staff within the design area.

3.5 Storage areas will be central facilities where practical.

4. Procedures

All requests for new space or additional space are in the first instance to be directed to the Space Co-ordinator on the Space Request Application Form available on the campus website, and must be endorsed by the relevant Dean (or nominee) or Administrative Head.

All requests to vacate existing space shall be directed to the Space Co-ordinator on the Space Disposal Application Form available on the campus website, and must be endorsed by the relevant Dean (or nominee) or Administrative Head. The Space Co-ordinator will assess the space for its marketability and potential use for other purposes.

For space to be deemed marketable it must be suitable for use by others, and have appropriate access and availability of infrastructure. Marketable space will be placed in the surplus space pool and allocated where appropriate by the Space Co-ordinator.

Space Request Forms shall be forwarded to the relevant campus Space Co-ordinator at least eight weeks prior to the commencement of semester in order for it to be considered for application to that semester. Requests submitted after this time will only be considered if there is vacant space available.

All requests for changes to the functionality of existing space are to be directed to the Divisional Director, Facilities & Services who will assess requests in terms of fitness for purpose, and suitability for use.

5. Space Management Database

A space management database system is utilised by the Space Management Officer within Facilities & Services Division. This database provides the University with an effective space management tool, which includes:

- Plans/drawings of all University space
- Types of space
- Space occupancy
- Space usage
- Condition
- Measurement of space utilisation
- Space allocation

6. Point of Contact

Faculties, divisions, and administrative areas are to provide a central point of contact for issues relating to space management. This point of contact is necessary for the verification of space audit data and management of space requests.

7. Relocation of Existing Staff

To maintain the integrity of the Space Management Database, Faculties/Divisions/Departments are to notify the Space Management Officer Facilities and Services of all internal staff relocations, two weeks prior to the relocation.

8. Staff Vacancy Advertising

It shall be the responsibility of the relevant Dean (or delegate) or Administrative Head (or delegate) to ensure adequate space resources exist prior to advertising staff vacancies.

9. Teaching & Research Space

It shall be the responsibility of the Dean (or delegate) to liaise with the Space Co-ordinator and the Facilities and Services Division to determine space and infrastructure requirements for new teaching and research initiatives.

10. Space for Research/Higher Degree Students

It shall be the responsibility of the Dean (or delegate) to ensure adequate space and infrastructure resources are available (or able to be provided) prior to the completion of applications for Research/Higher Degree students or Research Grants.

ANNEXURE 2 - SPACE CHARGING POLICY

The Policy sets out the approach for determining and recovering the costs of providing space to University users and controlled entities on all Australian campuses. It has been developed by the Financial Resources Management Division (FiRM) of the University.

A space rental will be charged to University occupiers based on the square metres occupied as well as other factors. The charge is to recover the costs incurred, not to make a profit.

1. Components of the cost recovery

The costs recovered in the rental charge include the following:

a. Maintenance

Maintenance refers to all actions necessary for retaining an item as near as practicable to its original condition. This global term contains several definitions which are used when classifying expenditure. These are set out below.

i. Statutory maintenance

Statutory maintenance encompasses the inspection and testing programs required in order to comply with legislative requirements. This maintenance category also covers regular inspection and testing programs that are set up in order to responsibly maintain an item of plant or equipment.

Examples of statutory maintenance include:

- 6 monthly inspections of fire and smoke doors
- Annual inspection of high voltage equipment
- Inspection and testing of lifts and escalators
- Regular inspection and testing of boilers and chillers
- Water treatment for cooling towers

ii. Corrective Maintenance

Corrective Maintenance is performed to restore an item to a specified condition once the item has failed or is broken. It covers breakdown and emergency maintenance requirements.

Examples of corrective maintenance include:

- Replacement of a broken window
- Replacement of a burst water main
- Repair / replacement of a leaking roof
- Repair of a leaking trap
- Replacement of a broken fan belt

iii. Remedial maintenance

Remedial maintenance is work done on a specific item to ensure its ongoing compliance with legislative or other statutory or essential services requirement.

Examples of remedial maintenance include:

- Adjustments to ensure a fire door's latch closes
- Replacement of a faulty exit light identified during testing
- Replacement of treated water and washing of cooling tower in response to Total Bacteria Count
- Replacement of a faulty backflow prevention device

iv. Planned maintenance

Planned maintenance refers to work done to restore a building or part of a building to its original condition prior to any failure or damage occurring. This maintenance is generally planned years in advance and assigned to occur within a specified budgetary period. However, it can also be done in response to notification of an item operating poorly.

Examples of planned maintenance include:

- Replacement of a worn fan belt
- Painting program
- Replacement of old boiler before failure
- Replacement of a worn roof

b. Refurbishment and minor works

Refurbishment and minor works are done to rectify work areas to overcome non-compliance issues, occupational health and safety concerns, dilapidation or to improve a dysfunctional work space or to provide new space for a new course or research initiative.

c. Insurance of buildings and contents

This is the cost of insuring buildings and contents. It does not include any excess payable on an insurance claim.

d. Grounds and gardening

Provision of hard and soft landscape maintenance and development, including coordination and management of sub-contractors.

e. Occupational health and safety costs associated with buildings

This includes monitoring of OHS and environmental issues, investigation and reporting of OHS hazards and incidents, implementation of statutory requirements, management and application of local OHS policies and procedures.

f. Costs of utilities for grounds and streets

This includes the cost of utilities not specific to a particular building, eg street lighting, water for grounds.

g. Share of management costs associated with Facilities & Services

This includes: development of strategic asset management plans; management of maintenance, minor works and refurbishment programs; space management; management of software systems and Building Automation Systems.

h. Depreciation

The annual decrease in the value of the buildings.

i. The costs of financing capital works

Interest and cost of borrowings.

j. Rentals & leases paid to external parties

Applies to Parkville and Caulfield campuses only.

k. Cost of programming space

This charge applies only to teaching spaces that are centrally programmed and managed, for example multi-level seating lecture theatres.

l. Technology in teaching space (applies to centrally programmed space only)

This charge applies only to teaching spaces that are centrally programmed and managed, for example projectors, microphones, computers

m. Utilities (electricity, gas, water)

This charge for provision of heating, ventilation and air-conditioning applies only to teaching spaces that are centrally programmed and managed..

Note: the cost of utilities for space other than centrally programmed space is charged separately. The approach to passing on the cost of utilities (eg for the provision of heating, ventilation and air-conditioning) for space other than centrally programmed space differs among faculties, departments and administrative areas. Further details should be sought from relevant Faculty Managers and Facilities and Services Managers

2. Exclusions to the space cost components

The space charge does **NOT** include charges for the following items which are charged separately as part of the budget process:

1. Cleaning
2. Security – including re-keying, manpower, and hardware
3. Kitchen consumables eg water coolers and vending machines
4. Signage – (signage in public access areas is covered under space charges.)
5. Supply, maintenance and replacement of departmental furniture
6. Utilities (electricity, gas and water) for dedicated space are charged separately

3. Grouping of spaces for charging

Charges for space will depend largely on the following categories of buildings:

1. Teaching spaces centrally programmed and centrally managed
2. Dedicated spaces in normal University owned buildings
3. Spaces at hospital locations
4. Spaces in buildings that have special financial arrangements

4. Teaching spaces centrally programmed and centrally managed

Spaces that are managed and programmed centrally are charged based on hours used. The criteria for the charge will depend on the number of hours used, the maximum seating capacity of the space (for example 1-25, 26-75, etc) and the type of the space.

Charges for centrally programmed and managed space are based on the following formula:

$$\text{Space Usage Charge} = \text{Number of Hours} \times \text{Rate per hour}$$

Calculation of the rate per hour

Charges are calculated based on the total cost of providing the space divided by the projected weighted utilisation hours for all centrally programmed spaces. The higher the total utilisation hours, the lower the cost per hour.

The information for the programmed space usage will be sourced by FiRM from the Syllabus+ system. The booking hours for the following year will be based on the estimated usage contained in Syllabus+ for the current year.

Centrally programmed and managed space does not include space that is centrally programmed but under the control of a faculty or department. For the purposes of charging space to faculties, these spaces are treated as dedicated spaces of the faculty or department (see section below). Space holders can charge users when they use these spaces. The rate to be used should be based on the cost of the space to the space holder plus additional support as agreed. Syllabus+ will provide a report on the space usage each semester.

The rates will be published every year and will depend on the criteria and classifications below:

Seating capacity: The maximum seating capacity for the space. Higher seating capacities have higher rates.

Space Type: The type of space will be either Type A or B.

Type A: Classrooms and tutorial rooms and lecture theatres with low to medium IT technology.

Type B: Lecture theatres with multi level seating and high IT technology. It will also include single level seating rooms with high IT technology.

Time period: Time slots will be classified into peak, off-peak, weekend, etc. The time slots are yet to be determined. Off-peak rates will be cheaper than peak rates. Please Note: the use of differential rates for peak and off peak is yet to be implemented.

Teaching spaces have the following relative weighting factors based on the criteria and classifications mentioned above:

Type and Maximum Capacity	Weighting factor
Type A	
1 - 25	1.0
26 - 75	1.3
> 75	1.7
Type B	
1 - 50	2.1
51 - 100	2.7
101 - 180	3.6
181 - 250	4.2
251 - 400	4.6

Example:

A type “B”, 300 seat multi level seating lecture theatre with high-tech IT equipment type is 4.6 times the cost of a type “A” 20 seat classroom with low-tech equipment.

5. Dedicated spaces in normal University owned building

This is the majority of the space across all Australian campuses. The charges for spaces in this category will be based on a rate per m² – the rate will vary depending on the quality and the type of space.

5.1 Quality of Space

Spaces in good condition will attract a premium on the space charge whereas those in poor condition will have a discount on the space charge. Spaces will be independently classified by Facilities and Services by floor for each building. The classification is as follows:

A Quality

A Quality Space typically has:

- A prominent profile in the surrounding area, through their architectural or historical features, may have won architectural awards
- Full light control which are appropriate to the function of the areas (black out facilities, high quality window furnishings to all glazed areas)

- Fully temperature controlled for any hours of operation, even to control of individual areas
- Access into and throughout the building is readily available via highly reliable and efficient escalators and/or lifts; disabled access to all areas within the building
- Finishes (floor, wall, ceiling) and fittings throughout the building are considered of an exceptional standard usually sourced from architectural ranges of products rather than standard ranges
- Building services to all areas that are "state of the art" including communications, security, fire detection, power etc all with appropriate spare capacity
- Rating of under 0.75% Asset Replacement Value (ARV) per annum for maintenance

B Quality

B Quality Space typically has:

- A profile in the surrounding area, but may not be significant architecturally or historically
- Light controls are appropriate to the function of all areas within the buildings but may not extend to full window treatment of all areas
- Efficient temperature control for hours of operation is installed but does not extend to individual control of areas
- Access into and throughout the building is readily available via escalators and/or lifts, disabled access to most areas within the building
- Finishes (floor, wall, ceiling) and fittings throughout the building are considered of a high standard usually sourced from both architectural ranges of products as well as standard ranges
- Building services to most areas including communications, security, fire detection, power etc all with appropriate spare capacity
- Rating of under 1.00% of Asset Replacement Value (ARV) per annum for maintenance

C Quality

C Quality Space typically has:

- A low profile in the surrounding area
- Light controls which are appropriate to the function of the areas, limited window furnishings
- Temperature control during hours of operation is available in some areas but may not be reliable
- Access into and throughout the building may be available via escalators and/or lifts but with low reliability, limited disabled access
- Finishes (floor, wall, ceiling) and fittings throughout the building are considered standard usually sourced from suppliers standard ranges
- Building services to all areas are basic requirements which may be communications, security, fire detection, power etc all with limited spare capacity
- Rating of under 1.25% of Asset Replacement Value (ARV) per annum for maintenance

D Quality

D Quality Space typically has:

- No architectural or historical features
- Minimal light control which may not be appropriate to the function of the areas, few or no black out facilities or window furnishings
- Minimal temperature control usually though inefficient heating systems, if present, and portable or ceiling cooling fans
- Access into and throughout the building is not readily available, no lifts are present, no disabled access is provided
- Finishes (floor, wall, ceiling) and fittings throughout the building are considered of a sub standard, usually the finishes have past their life cycle

- Building services are available to only some areas and usually do not include security or fire detection, power and communications have no spare capacity
- Rating of over 1.25% of Asset Replacement Value (ARV) per annum for maintenance

5.2 Type of Space

The type or use of space will impact on the cost of constructing, maintaining and managing the space. For example, the cost of maintaining a wet lab space is different to office space. There are three broad space cost types (Low, Medium and High). Each space will be assigned to one of these cost types. The broad criteria below are used by Facilities and Services to assign each space to a cost type.

Low Cost Space:

Rooms classified as low generally comply with the following criteria:

- Construction can vary from simply fabricated framework and no internal linings to a standard form with simply linings and insulation.
- Fit out can range up to standard grade and is easily adaptable to multiple uses, with minimal resources required to achieve this.
- Statutory and essential maintenance is cyclic.
- Preventative and routine maintenance is elementary in its function and nominal in the required resources.
- Utilities require no specific control systems and may not be essential to function of the room.

Medium Cost Space:

Rooms classified as medium generally comply with the following criteria:

- Construction can range up to a standard form with or without linings and can have some modifications to suit the specialty of the room. Generally the room has a single function that will require nominal resources to change its purpose.
- Fit-out is specific to suit the room's function and some specialized control and management systems may be in service.
- Statutory and essential maintenance is cyclic and can be specific to function of the room.
- Preventative and routine maintenance may require specialized equipment in implementing these services.
- Utilities can be integrated within the function of the room and may be managed with subsequent monitoring systems.

High Cost Space:

Rooms classified as high generally comply with the following criteria:

- Construction can range from a standard form up to specialised layout to suit the function of the room. Generally the room is built to purpose and has no other function outside its design criteria.
- Fit-out is specific to the room's function with specialised control and management systems maintaining the functionality and apparatus used within the room. Air handling systems and/or acoustic treatments may be in use to control the room's environment.
- Statutory and essential maintenance is cyclic and can be specific to the function of room.
- Preventative and routine maintenance may require specialised equipment and / or resources.
- Utilities can be integrated within the room to support its functions and may be managed with subsequent monitoring systems.

5.3 Dedicated Space Charge Formula

$\text{Space Charge} = (\text{Occupied space in m}^2) \times (\text{Weighting for space quality}) \\ \times (\text{Weighting for cost type})$

Occupied space:

This is the total square metres of space occupied by users. This information is held by Facilities and Services on the Space Management System and can be viewed at the following website:

<http://intranet.fsd.monash.edu/space-management>

Weighting for space quality:

A base rate will be established which will equate to the cost of “C” quality space. A premium be applied to the base rate per m² for better than average space and a discount will be applied for low quality space – see space quality weighting below

Quality	Weighting factor
“A” type space – Premium quality	1.40
“B” type space	1.10
“C” type space	1.00
“D” type space – Low quality	0.70

Spaces that do not fall into any of the categories above due to very poor quality or any other special conditions will be classified and weighted individually on a case by case basis. The Director Facilities and Services or delegate will make recommendations on the weighting factor based on the quality of the space.

Weighting for cost type:

Three major categories of space have been identified for dedicated space – each having different cost components. The cost differential is factored using a weighting factor – see cost type weighting below.

Cost Type	Weighting factor
Low Cost	1.0
Medium Cost	1.5
High Cost	2.0

Spaces that do not fall into these categories or have quite different cost components may be classified as having different weighting factors. These spaces will need to be significant (greater than 500 square metres) before they can be re-classified. The Director Facilities and Services or delegate will make recommendations on the weighting factor based on the cost of the space.

Combined Quality and Cost Type Weighting

Space rental charges will have the following relative weighting factors per square metre resulting from the combined quality and cost type weighting shown above.

Cost Type and Quality	Weighting factor
Low Cost – A Quality	1.4
Low Cost – B Quality	1.1
Low Cost – C Quality	1.0
Low Cost – D Quality	0.7
Medium Cost – A Quality	2.1
Medium Cost – B Quality	1.7
Medium Cost – C Quality	1.5
Medium Cost – D Quality	1.1
High Cost – A Quality	2.8
High Cost – B Quality	2.2
High Cost – C Quality	2.0
High Cost – D Quality	1.4

6. Spaces at hospital locations

Buildings at hospital locations (For example, Monash Medical Centre, Alfred and Box Hill) sometimes do not have the standard components or services identified under section 1. The space charges will be calculated similarly to normal University buildings, but adjusted to reflect the costs components for these locations if they are significantly different to the standard costs across the other major campuses. This will be done on a case-by-case basis.

7. Spaces in buildings that have special financial arrangements

In instances where buildings are funded via external parties and/or have special financial arrangements, a rate per m² may be agreed up front. The space rental charge will depend on the specific financial arrangement as well as other on-going costs. Flexible arrangements for managing the space rental and fit-out costs where necessary will be agreed to on a case-by-case basis.

8. Timing of charges

Space charges will be set upfront for the year and charged monthly. The space information will be reviewed quarterly to identify changes in space used. Changes may occur where users have taken up additional space or vacated space. These changes will be reflected by adjustments to the space charge for the following quarter.

9. Contributions made to capital works

It is recognised that the ideal position for the future is for all major refurbishments to be managed centrally through the capital works plan for the University. This plan will be informed by Campus Directions Statements, campus urban plans, faculty operational plans and the Five-Year Rolling Maintenance Plan.

In order to provide some recognition for contributions prior to 2003, the following arrangement is in place: For contributions of \$250,000 and above towards building works made in the 5 years (from 1998 to 2002), a one-off rebate of 15% of the contribution will be provided to faculties.

ANNEXURE 3 – CAPITAL WORKS (NEW BUILDINGS AND MAJOR PROJECTS) POLICY

1. Scope

This Policy applies to new buildings and major projects on all campuses.

Capital works are undertaken to deliver new infrastructure required to support the University's academic requirements or strategic initiatives, or to replace infrastructure that is not structurally adequate or financially viable in its current state.

Major projects include works such as construction of a multi-deck car park or a major extension to an existing building.

2. Relationship to Academic Plan and Campus Urban Plans

Proposals for new building developments will be considered in response to the academic and research needs of the University articulated in the Academic Plan and Campus Plans.

The urban plan for each campus will provide guidance as to the location of new buildings.

3. Decision making process

Capital works for new buildings and major projects are prioritised on a University wide basis for consideration by Vice-Chancellor's Group and Senior Management Committee prior to endorsement by Resources & Finance Committee and Council. The capital works programme operates on a 5 to 7 year period but is reviewed annually as part of the University budget cycle.

4. Presumption of Open Plan Work Spaces

All new capital works projects for buildings will provide for an open plan office layout rather than traditional fixed walled offices for a range of academic and administrative staff.

Open plan work spaces will be provided for:

- Academic Staff Level A
- Administrative staff HEW 01 to HEW 09
- Time shared staff
- Higher degree and post-graduate students

4.1. Planning Considerations

The use of traditional fixed wall office layouts instead of open plan spaces places several significant penalties on both the initial construction of the workplace, and the ongoing use of the space. These penalties include:

- Greater initial cost to construct
Closed offices result in greater cost of architectural elements and significantly increased complexity of building services
- Less efficient use of building area
Open plan solutions provide higher densities of staff in the workplace whilst maintaining good circulation and visibility
- Limited future flexibility
The ability to introduce changes to the layout is constrained by existing internal walls and building services
- Higher future upgrade costs
As a corollary of the above point, future changes inevitably incur significantly greater costs than is the case where only workstation adjustments are required

- **Reduced staff interaction**
Staff occupying offices are isolated from colleagues, and the ability to interact is very limited
- **Less environmentally satisfying workplace**
An open plan office maximizes natural light within the building, and facilitates good air movement across the workplace
- **Energy Efficiency**
Greater available levels of natural light and simplified mechanical plant results in a significant energy saving against that required when closed offices are used.

Although fixed wall offices provide a greater degree of privacy between staff than an open plan solution, modern workstation design can nonetheless provide good acoustic separation between workspaces. Further, the use of strategically spaced meeting and discussion rooms can provide areas where privacy can be maintained if necessary.

In situations where fixed wall offices are considered essential, these should be constructed in such a way as to allow light into the central and circulation areas of the building. This can be achieved by the use of full or part height glazing to the spaces. Where this compromises a need for privacy, the glass may be treated with a translucent film, thereby allowing light to pass through but not allowing direct visibility. The use of such film should be restricted to limited areas of the glazing. Dividing walls between offices may be constructed using conventional walls or partitions.

ANNEXURE 4 – SPACE COSTS ASSOCIATED WITH SPACE LEASED BY THE UNIVERSITY FROM 3RD PARTIES

Some space occupied by the University (either for a faculty, centre, administrative division or controlled entity) is leased from a third party.

Where space is leased from a third party (i.e. is NOT owned by the University), rental payments will be made pursuant to the terms of the lease. Lease payments can either be by way of a gross rental (meaning all costs associated with the lease are incorporated into a periodic rental payment) or a net rental (where a core rental is paid on a periodic basis and other costs are paid on an 'as you go' basis).

The table below sets out a comparison of the University's space charge components against commercial gross rental components.

In some cases, the University space charge component has no commercial comparison. However, the University may still levy a component where it incurs a relevant cost in relation to the externally owned space. See the notations in the table.

University Space Component (see Annexure 2, section 1)	Gross Commercial Rental Component
Maintenance	✓ (paid through commercial lease)
Refurbishment and minor works	X Generally at the cost of the tenant unless undertaken by landlord in exchange for an increased rental. Where this work is undertaken in premises not owned by the University, the cost will be charged back to the relevant Faculty/Department tenant on a cost recovery basis rather than through an SCM charge.
Insurance - building	✓
Insurance - contents	X At the cost of the tenant. Faculties/Departments renting externally owned premises should factor in the relevant rate for contents insurance. Included in the central support overhead
Grounds and gardening	✓
OHS&E	X The University still has an obligation for the occupational health and safety of its staff and students in building leased by the University. Faculties/Departments renting externally owned premises should factor in the relevant rate for OHS governance.
Costs of utilities for grounds and streets (eg: water & electricity)	✓
Share of management costs associated with Facilities & Services	X These costs are associated with F&S's role in managing campus infrastructure. Case by case depending level of F&S oversight. Not applicable and therefore no levy.

Depreciation to allow for the consumption of capital	✓
The costs of financing capital works - Interest and cost of borrowings	✓
Cost of programming space and technology provision	X Not applicable therefore no levy unless space is centrally programmed.
Utilities (gas and water)	✓
Utilities - electricity	X Charged separately. No electricity will be charge under SCM for externally leased premises.



OFFICE SPACE STANDARD

Level	Space Standard (m ²)	Space Type
DEAN	25	Enclosed
LEVEL E	18	Enclosed
EXEC MGR	15	Enclosed
LEVEL D	15	Enclosed
LEVEL C	12	Enclosed
LEVEL B	12	Enclosed
LEVEL A	12	Enclosed
LEVEL A	6	Flexible
HEW 10	12	Enclosed
HEW 09	8	Flexible
HEW 08	8	Flexible
HEW 07	6	Flexible
HEW 06	6	Flexible
HEW 05	6	Flexible
HEW 04	6	Flexible
HEW 03	6	Flexible
HEW 02	6	Flexible
HEW 01	6	Flexible
R/ASST / HDR	3 - 5	Flexible
POST GRADUATE	3 - 5	Flexible

Applicable to full time positions only