

Campus and Facilities Management Procedure – Space and Capacity

Purpose

1. This Procedure gives effect to parts of the Campus and Facilities Management Policy by outlining the requirements and processes for the management of space and capacity on the Global Higher Education (GHE) campus.

Scope

2. This Procedure applies to all spaces on the GHE campus.

Definitions

3. Definitions for key terms are presented in the Glossary of Terms which may be accessed on the GHE website at <https://www.globalhe.edu.au/policy>

Suite documents

4. This Policy is linked to the following suite documents:
 - a) Campus and Facilities Management Policy;
 - b) Campus and Facilities Management Procedure – Information Technology;
 - c) Campus and Facilities Management Procedure – Security.

Procedure

Lease management

5. As GHE's campus assets are currently leased, forward planning in relation to lease renewal or securing new premises is the responsibility of the Operations Director in consultation with Owners, the Chief Executive Officer, the Board of Directors and the senior management team.
6. The Operations Director is responsible for facilitating all negotiations in relation to lease management.
7. Leases may be signed by any two owners/directors of GHE.
8. The Chief Executive Officer is responsible for advising regulatory bodies of any potential change of delivery site and the completion of Material Change Notifications to TEQSA where required.

Space management

9. GHE's property and space are valuable resources that must be properly managed. Space needs to be managed to ensure alignment with GHE's educational functions and quality standards, and compliance with the *Higher Education Standards Framework (Threshold Standards) 2021* and the ESOS Framework.
10. The process of space and capacity management is developed through a robust planning framework designed to deliver GHE's strategic outcomes, provide effective support of GHE's daily operations and align with its mission and values.

11. The following factors are taken into consideration to facilitate improved planning capabilities for space, capacity, furnishings and for achieving growth:
 - a) anticipation of student enrolments and completion dates within approved limits for CRICOS capacity;
 - b) maximum utilisation of space by maximising enrolments based on desirable student to staff ratios, quality benchmarks for student experience, and occupancy and resourcing limits;
 - c) feedback from students received as part of the annual quality cycle;
 - d) the need to provide appropriate staff and student amenities that meet high functional, aesthetic, and health and safety standards;
 - e) consideration of co-located tenants.
12. Facilities Planning and Management supports GHE's Strategic Plan and business imperatives and is the responsibility of the Operations Director.
13. Space allocation is designated either as 'teaching space' or as 'non-teaching space'. Non-teaching spaces will include open access areas for student independent and collaborative work.
14. The Operations Director consults with all areas as part of the space and capacity management process.
15. The consultation process takes place at the end of each academic year with a review of usage estimates prior to each major student intake. This collaborative approach ensures:
 - a) accurate assessment of current and future space and capacity needs;
 - b) efficient use of space;
 - c) improved planning capabilities for space, capacity, furnishings and growth;
 - d) official, accurate record-keeping of all GHE space and capacity;
 - e) repurposing of space where deemed necessary and appropriate.
16. Space needs analysis begins with the identification of GHE's space needs at the existing enrolment level and concludes with a forecast of future space needs.
17. The Operations Director, or delegate, gathers data on:
 - a) any change to compliance or quality requirements;
 - b) maximum student numbers as allocated on PRISMS;
 - c) enrolment;
 - d) course profile changes;
 - e) staffing;
 - f) current classroom utilisation data including timetables, hours used per week and student occupancy rates.
18. Once existing space needs have been clearly established, the Operations Director prepares a forecast of future space needs.
19. If there is any shortage of space even after the planned forecast of space needs, the current space usage mix may be altered, or there may be changes to timetabling. If there is an acute shortage of space, then GHE may lease other premises.
20. Following the planning exercise, the Operations Director in consultation with relevant managers, develops a space allocation plan for the relevant period.
21. The space allocation plan is approved by the Board of Directors.

Risk and record keeping

22. Where the Operations Director identifies a current or future risk in relation to space allocation or capacity that is deemed to potentially impact on a risk included in the Risk Register, they must report the risk to the Audit and Risk Committee.
23. The Operations Director maintains a register of all GHE internal spaces including location, size, allocation, use and staff location details.

Roles and responsibilities

24. The Board of Directors is responsible for overall governance of this Procedure.
25. The Operations Director or delegate is responsible for:
 - a) developing a space allocation plan for a relevant/specific period;
 - b) identifying risks that may have the potential to impact on a risk included in the Risk Register and reporting such risks to the Audit and Risk Committee;
 - c) gathering of relevant space data;
 - d) the maintenance of records arising from this Procedure.
26. The CEO is responsible for any required reports to external regulatory bodies.
27. Individual managers are responsible for engaging in planning exercises to determine and assess current and future needs for their respective areas.
28. The Manager, Quality and Compliance is responsible for:
 - a) ensuring compliance with this Procedure;
 - b) ensuring that staff are adequately notified of the existence of this Policy and the related procedures;
 - c) benchmarking GHE policy and standards with those adopted elsewhere in the higher education sector;
 - d) the monitoring of information available from the review of records relating to the implementation of this Procedure.
29. All staff are responsible for becoming familiar with and complying with this Procedure.

Associated information

Related Internal Documents	<p>Campus and Facilities Management Policy Campus and Facilities Management Procedure – Information Technology Campus and Facilities Management Procedure – Security Business Continuity Policy Critical Incident Policy Financial Framework Risk Management Policy Strategic Plan Student Complaints, Grievances and Appeals Policy Teaching and Learning Plan Glossary of Terms</p>
Related Legislation, Standards and Codes	<p><i>Tertiary Education and Quality Standards Agency Act 2011</i> <i>Higher Education Standards Framework (Threshold Standards) 2021</i> <i>TEQSA Guidance Note: Staffing, Learning Resources and Educational Support, Version 1.3</i> <i>Education Services for Overseas Students Act 2000</i> <i>National Code of Practice for Providers of Education and Training to Overseas Students 2018</i> <i>Work Health and Safety Act 2012 (SA)</i></p>
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Change history

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	9-Oct-23	V1.1 administrative updates following TEQSA registration

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