# Use and Management of UQ Land, Buildings and Facilities Policy

# Section 1 - Purpose and Scope

### Context

(1) Consistent with its statutory functions under the University of Queensland Act 1998 (UQ Act), The University of Queensland (UQ or the University) provides, maintains and uses UQ Facilities for:

a. teaching, learning and research; and
b. commercial purposes.

(2) UQ's aspiration is to create an accessible campus environment for all UQ's staff, students, invited visitors and the public.

(3) As the owner UQ has the:

a. right to control the use of and access to, UQ Facilities;
b. obligation to manage UQ Facilities safely, efficiently, effectively and economically; and
c. right to implement reasonable and proportionate regulation regarding academic freedom and freedom of speech.

### Transitional Arrangements

(4) The 'Space Management', 'Workspace Allocation Principles' and 'Research Space' provisions of this Policy apply to all new built space and the refurbishment, or proposed refurbishment, of existing spaces and UQ Facilities, and will be implemented to minimise disruptions. These sections may also be applied to existing built space to meet the specific UQ priorities (including specific Organisational Unit priorities) with the approval of the Provost or Chief Operating Officer.

### Purpose

(5) This Policy provides the:

a. framework to enhance the efficient and effective use and management of UQ Facilities on all UQ campuses, premises and sites; and
b. parameters to control and manage:
    i. activities and conduct on;
    ii. access to and use by UQ staff, students and affiliated parties (e.g. UQ clubs and societies) of;
    iii. internal management of; and
    iv. where and when appropriate, public access to UQ Facilities.

(6) This Policy does not deal with external parties' use of UQ Facilities. Refer to the Third Party Hire of UQ Land,

Buildings and Facilities Policy.

### Scope

(7) This Policy:

a. applies to UQ staff, students, affiliates and those associated with UQ including UQ's invited guests and UQ Controlled Entities;
b. must be read in conjunction with:
    i. the Occupation of University Land by Lease or Licence Policy;
    ii. where relevant, the UQ Aboriginal and Torres Strait Islander Design Principles;
    iii. the principles of freedom of speech and academic freedom, as set out in the Freedom of Speech and Academic Freedom Policy;
    iv. schedule 1 of the UQ Act; and
    v. the Student Integrity and Misconduct Policy and the Code of Conduct.

# Section 2 - Principles and Key Requirements

### Access to UQ Campuses

(8) Subject to this Policy, UQ Facilities are generally open and accessible for all UQ staff, students and invited visitors.

(9) UQ staff, students, invited visitors and the public are not permitted to enter private or restricted UQ Facilities without appropriate authorisation. This includes offices, laboratories, workplaces and other areas where access is prohibited or regulated.

(10) Casual visitors and the public:

a. provided they comply with this Policy and do not prevent or interrupt UQ fulfilling its statutory functions may have reasonable, limited access to appropriate public UQ Facilities including gardens, sporting and recreation facilities (after payment of any applicable entry fees), walking paths, venues providing food, beverage and dining, art galleries and museums; but
b. are not permitted to enter or use UQ Facilities that are not open to the public or other unauthorised persons, including clinics, research and teaching spaces, laboratories, places containing dangerous, restricted or regulated substances or things, storage areas, meetings rooms, private offices or any other UQ Facilities which are signed to prohibit entry.

(11) UQ may, from time to time and as circumstances require close, evacuate or lock part or all of any UQ Facilities.

(12) UQ may prevent any person from accessing or using UQ Facilities, or direct any person to leave UQ Facilities for any lawful reason including where a person:

a. is contravening sections 12 or 13 of Schedule 1 of the UQ Act, according to the reasonable belief of an authorised officer appointed by the Vice-Chancellor;
b. has contravened or is contravening a law or;
c. is in breach of this Policy;
d. is in breach of or non-compliant with UQ's reasonable and proportionate regulations regarding freedom of speech and academic freedom;
e. has no lawful justification or excuse to be on or in UQ Facilities and the person's presence on or in UQ Facilities:

i. poses a threat to the safety of anyone;
ii. is detrimental to the welfare of UQ or a UQ student or staff member;
iii. is disturbing, or is disruptive to, one or more UQ activities;
iv. is disturbing, or is disruptive to the use of UQ Facilities by any UQ students, staff or invitees; or
v. is causing, or appears likely to cause, damage or harm to UQ Facilities.

## General Conduct on UQ Campuses

(13) UQ requires all its staff, students, affiliates, invitees, visitors and the public, to conduct themselves lawfully when accessing and using UQ Facilities.

(14) Commonwealth, state and local government laws apply to the conduct of all persons accessing and using UQ Facilities.

(15) Staff are bound by behavioural obligations and expectations set out in the Staff Code of Conduct Policy.

(16) Students are bound by behavioural expectations in the Student Code of Conduct Policy and the Student Integrity and Misconduct Policy.

## Prohibitions

(17) A person must not:

a. enter or remain on UQ Facilities that have been closed or to which access has been restricted by UQ, including under clauses 8-12 of this Policy;
b. behave or conduct themselves in a manner that is:
    i. unlawful;
    ii. contrary to this Policy; or
    iii. contrary to Schedule 1 of the UQ Act (including being disorderly, or creating a disturbance);
c. undertake or be involved in any illegal activities while on or in UQ Facilities;
d. destroy, damage or deface any UQ Facilities or property including by posting unauthorised notices or advertisements on or in UQ Facilities;
e. other than normal UQ managed business or activity, without prior written approval from the Chief Property Officer, the Academic Registrar or a UQ Controlled Entity (for Facilities or buildings under the control of the UQ Controlled Entity):
    i. conduct or organise an event;
    ii. erect or project a sign or banner on a stall, shop or other building or structure;
    iii. affix a poster, other than in areas approved and designated by UQ for that purpose;
    iv. conduct any form of business or promotional activity or similar activity; or
    v. use any amplifier, loud speaker, public address system, motorised, remote controlled devices or toys or other devices, vehicles or machines,

    in, on, over or above UQ Facilities. In deciding an approval request, consideration will be given to upholding the principles for freedom of speech and academic freedom as set out in the Freedom of Speech and Academic Freedom Policy;
f. operate any unmanned aerial vehicle (UAV), remotely piloted aircraft (RPA), or drone, without holding the required registration, certification, licenses, and accreditations for all operators and persons assisting; and having received express prior consent by the relevant land, building or property owner where the craft is being used;

g. other than normal UQ managed business or activity, without prior written approval from Marketing and Communication, undertake licensed broadcasting or any filming, recording or photography that is, or deemed to be, of a commercial nature, in, on, over or above UQ Facilities;
h. bring, ride or drive any animal into or on UQ Facilities unless:
    i. the person is visiting a UQ facility that provides services to animals;
    ii. the animal is under the effective control of the person in accordance with any relevant local law relating to animals and is not causing a nuisance or damage to UQ Facilities;
    iii. the animal is an assistance animal as defined under the Disability Discrimination Act 1992 (Cth);
    iv. permitted to do so by the Chief Property Officer; or
    v. the person is required to do so in the course of employment with UQ or in connection with their program of study or research at UQ;

(18) A breach of clauses 8-19 of this Policy may result in:

a. UQ requesting the assistance of the Queensland Police Service or other appropriate enforcement entities (including Brisbane City Council) to remove a person or animal from UQ Facilities.
b. A UQ official authorised by the Vice-Chancellor taking measures available under section 13 of Schedule 1 of the UQ Act.
c. UQ preventing the person from entering or re-entering UQ Facilities for a period of time or permanently or except under conditions specified by UQ.
d. UQ considering the matter under the Student Integrity and Misconduct Policy or the Code of Conduct (without limiting the exercise of any discretions of decision makers under that Policy or the Code of Conduct).
e. State police or any governmental authority attending, either of their own volition or after receipt of any complaint or request and taking such enforcement and other measures as the police or any governmental authority considers appropriate.

(19) UQ is not liable or responsible for, the attendance of the State police or any governmental authority or any enforcement or other measures by them.

## Use of Premises and Facilities

(20) The use of UQ Facilities must:

a. be for lawful purposes and in accordance with UQ's statutory functions under the UQ Act; or
b. be for commercial or other activities subject to formal UQ lease or licence; and
c. not prevent, hinder or limit a legitimate use of UQ Facilities for UQ purposes; and
d. be consistent with UQ's reasonable and proportionate regulations for freedom of speech and academic freedom.

(21) UQ may at any time before considering whether to approve any proposed access to or use of UQ Facilities, require from proposed users a detailed written description of all activities to be conducted during the proposed period of use.

(22) UQ may decide that any proposed use is not in accordance with the law, the statutory functions of the University or with this Policy and consequently, the proposed use must not proceed. If UQ so decides, it will inform the proposed user and the proposed use must not occur.

## Space Management

(23) The following principles apply to the allocation and use of built space at UQ:

a. All built space owned by UQ is controlled by the University.
b. Subject to UQ's priorities and this Policy, UQ faculties, schools, institutes, directorates, administrative and management divisions (Organisational Units) and individuals or groups may use, but are not the owners or controllers of built space and UQ Facilities.
c. Use of centrally controlled teaching space is managed by the Deputy Vice-Chancellor (Academic).
d. Other than teaching space, UQ's built space and UQ Facilities are managed by Property and Facilities Division, unless otherwise determined by the Chief Operating Officer, with reference to the Capital Management Group.
e. The Capital Management Group will decide on the occupation of new buildings and the consequential vacated space; changes to the function or purpose of space; transferrals of vacated space from one portfolio to another; and allocation of space when competing requests are unresolved.
f. Space allocation is subject to availability, not guaranteed to any particular Organisational Unit and subject to change based on UQ's requirements.
g. Space management and allocation will ensure that UQ's regulatory obligations are met in accordance with the requirements of the Compliance Management Policy.
h. Unless otherwise determined by the Chief Operating Officer, Property and Facilities Division will:
    i. manage the use of all UQ space, other than teaching space, in accordance with UQ's priorities from time to time and this Policy;
    ii. maintain a 'space bank' of general purpose space to meet unforeseen demand;
    iii. periodically review space allocation across UQ in consultation with Organisational Units; and
    iv. co-operate with Organisational Units to achieve high standards of occupational health and safety.
i. Organisational Units will:
    i. ensure the operational safety of the spaces they occupy;
    ii. justify their use and allocation of space, as and when requested, and return any balance of space to Property and Facilities Division for appropriate use by other UQ users;
    iii. use their allocated space flexibly and collaboratively, and seek to maximise opportunities to share space with other Organisational Units, as far as practicable;
    iv. not charge other Organisational Units for space allocated to them, unless expressly approved by the Chief Operating Officer or Provost; and
    v. maintain and update allocation of space on Archibus (People and Occupancy Module).

## Workspace Allocation Principles

(24) Workspace allocation principles contained in this Policy do not give rise to any entitlements for UQ staff.

(25) Space will be allocated to optimise overall utility subject to safety, functional and compliance requirements.

(26) Space allocation may include flexible working arrangements:

a. where desk space is used by on campus staff, while other staff are working from home; and
b. other co-working approaches where desks are not assigned but desk use may be booked.

(27) All reasonably practicable and cost effective measures will be considered to maximise convenience in space allocation decisions.

(28) An appropriate number of small meeting rooms, booths or semi-private spaces will be provided for staff accommodated in shared or open-plan work areas to provide privacy for meetings, phone calls and activities requiring privacy.

(29) The following principles, in conjunction with the requirements set out in Table 1, will apply to workspace

allocations for academic and faculty/institute based staff:

a. Academic Level C, Level D, Level E, Faculty/Institute Executives[1] are eligible for a cellular office and direct reports to a member of the University Senior Executive Team (USET) may be eligible for a cellular office. In some circumstances, other staff may also be eligible for a cellular office. Allocation of a cellular office is not an absolute entitlement.
b. Academic Level A and B will be provided with an appropriate shared office environment. This may be varied according to the particular discipline or function of individual staff members.
c. Professional and Technical Faculty/Institute staff (HEW 4-10) will be provided with an open planned or shared office environment.
d. Casual/sessional and fractional appointments will be expected to share an office or workspace with other staff, including bookable desks or hot-desks.
e. Higher Degree by Research (HDR) students will be provided with an open planned or shared office environment. Wherever reasonably possible, this will be in close proximity to colleagues and academic advisors.
f. Adjunct staff will be provided with access to hot desks where required.
g. Emeritus Professors who remain research active or have a teaching load may be allocated an office if approved by the Provost.
h. For fixed-term appointments of six months or less, the allocation of individual office space will be at the discretion of the Head of School or the employee's Manager.

(30) For leave or off campus periods of four months or more, office/desk space may be reallocated to others. When staff are on leave, or assigned to another location, their space may be used by other staff at the discretion of the Head of School or the employee's manager.

(31) Staff working in various locations that have an office in one location will be required to share space at other locations in a hot desk or similar arrangement.

**Table 1: Workspace Allocation (Academic and Professional Faculty/Institute staff)**

| Category | Class/Level | Space Type | Area sq. m (office and ancillary space) |
|---|---|---|---|
| Academic/Faculty/Institute Executive or Direct Report to a member of USET | Academic C, D and E | Cellular Office | 10 to 12 |
| Academic | A and B | Appropriate shared office environment<br>Discipline/function dependent | 7 to 8 |
| Professional and Technical | HEW 4-10 | Open plan/shared office | 7 to 8 |
| Casual / Sessional Teaching focussed / Transient staff | – | Hot desk | 4 to 5 |
| HDR students | – | Open plan/shared office | 4 |

(32) The following principles, in conjunction with the requirements set out in Table 2, will apply to workspace allocations for non-faculty/institute professional staff, including those in central divisions:

a. Direct reports to a member of USET may be eligible for a cellular office. Allocation of a cellular office is not an absolute entitlement. Individual allocation will be considered based on usable space availability, building configuration, services availability and discipline/function dependency. A request for a cellular office must be supported by a relevant member of USET.
b. Professional staff (HEW 4-10) will be provided with an open plan or shared office environment, which may vary

depending upon the discipline or function of the staff.

c. Part-time and fractional appointments may be expected to share an office or workspace with other staff (e.g. ‘hoteling’ or hot-desking).
d. Staff working in various locations that have an office in one location will be required to share space at other locations in a hot desk or similar arrangement.

**Table 2: Workspace Allocation (Professional Services, Non-Faculty/Institute)**

| Space Occupant | Space Type | Area sq. m (office and ancillary space) |
|---|---|---|
| Staff who are direct reports to a member of USET | Cellular Office | 10 to 12 |
| Professional Staff<br>HEW 4-10 | Open plan/shared office<br>Discipline/function dependent | 7 to 8 |
| Casual / Sessional Staff / Transient staff | Shared workstation or Hot Desk | 4 to 5 |

## Overcrowding in Teaching and Learning Spaces

(33) Effective risk management strategies will be implemented, including proper planning and scheduling, to avoid or minimise the risk of overcrowding in teaching and learning spaces.

(34) Staff and students must not proceed with activities in teaching and learning spaces if there is an unacceptable safety risk.

(35) If there is any doubt about whether activities in teaching and learning spaces pose an unacceptable safety risk, the Academic Registrar will decide the matter and give appropriate directions with which UQ staff and students and invitees must comply.

## Research Space

(36) Allocation of research space is subject to availability, not guaranteed to any particular Organisational Unit and subject to change based on UQ’s requirements.

(37) Allocation of research space, including shared research laboratory space, will be determined according to UQ’s priorities and where applicable, relevant recognised standards.

(38) Requests for new or refurbished research laboratory space will be assessed by Property and Facilities Division and allocated with a view to maximising the use of research activity per $m^2$ and to encourage the maximum amount of sharing. The Capital Management Group is the governing body with respect to construction or refurbishment projects of $200,000 or more in value.

(39) Research space will be allocated in conjunction with the Deputy Vice-Chancellor (Research and Innovation) and/or the relevant Executive Dean or Institute Director.

## Variations to Allocated Space

(40) Organisational Units, Faculties and Institutes seeking to vary the use of their allocated space must submit their request to Property and Facilities Division for assessment, who will require:

a. substantiation of the request by the relevant Executive Dean/Institute Director or Director of the Organisational Unit; and
b. final approval from the Provost or Chief Operating Officer if there is disagreement between parties for an allocation of space greater than that specified in this Policy. The Provost or Chief Operating Officer will refer

relevant space allocation requests relevant to clause 23(e) to the Capital Management Group for consideration.

(41) Organisational Units' requirements for material increases in space should be identified during annual operational planning and advised to the Chief Property Officer.

(42) Proposals for capital investment required to deliver additional or refurbished space costing over $200,000 must be submitted to the Capital Management Group through the capital planning expression of interest process.

# Section 3 - Roles, Responsibilities and Accountabilities

### Provost

(43) The Provost is responsible for:

a. Determining the application of the space management and workspace allocation principles (under the 'Space Management', 'Workspace Allocation Principles' and 'Research Space' provisions) to existing built space allocated to faculties and institutes.
b. Approving variations to space allocated to faculties and institutes, pursuant to the 'Variations to Allocated Space' provisions.

### Chief Operating Officer

(44) The Chief Operating Officer is responsible for the overall management of UQ Facilities, operationalised through the Property and Facilities Division.

(45) The Chief Operating Officer is accountable to the Vice-Chancellor for ensuring that UQ's internal management and allocation of UQ Facilities is undertaken effectively, efficiently and in accordance with this Policy.

### Property and Facilities Division

(46) Unless otherwise determined by the Chief Operating Officer, the Chief Property Officer will:

a. manage and allocate UQ space, other than teaching space, consistently in alignment with UQ's strategic priorities and in accordance with this Policy;
b. ensure that processes for the planning and design of new or repurposed land use, buildings and facilities at UQ have regard to UQ's strategic priorities and the principles of this Policy; and
c. oversee the use and management of UQ Facilities, including space allocation, to ensure compliance in accordance with the Enterprise Risk Management Framework.

(47) UQ Security, under the general direction of the Chief Property Officer, is responsible for developing and implementing processes, systems and controls (including documented procedures and forms) to give effect to this Policy. The scope of such processes, systems and controls will include the:

a. closure, evacuation and locking of UQ Facilities; and
b. application process for the internal use and hire of UQ Facilities, excluding teaching spaces.

### Academic Registrar

(48) Unless directed otherwise by the Vice-Chancellor, the Academic Registrar will manage and allocate teaching space consistently in alignment with UQ's strategic priorities and in accordance with this Policy and applicable legal

obligations.

### Heads of Organisational Units and Faculties/Institutes

(49) Heads of Organisational Units and faculties and institutes must comply with this Policy, including collaborating and consulting with the Property and Facilities Division to ensure the most efficient and effective use of UQ space in accordance with this Policy.

# Section 4 - Monitoring, Review and Assurance

(50) The Chief Property Officer;

a. is responsible for reviewing this Policy as required to ensure its currency and relevance to the:
    i. access and use of, including processes, systems and controls for the closure, evacuation and lockdown of;
    ii. management of acceptable and permitted conduct on; and
    iii. use and management of;

    UQ Facilities.
b. will regularly review space use and allocation across UQ for compliance with the Policy. This may include monitoring, auditing and stock-taking the provision, management and use of space and, as appropriate, initiating the re-allocation of space to alternative users and/or uses.

# Section 5 - Recording and Reporting

(51) The Chief Property Officer:

a. will report as required to the Chief Operating Officer and the Capital Management Group on:
    i. the regulatory compliance and operational adequacy of UQ building stock; and
    ii. organisational units' use of space and compliance with this Policy.
b. may also report to other Organisational Units to provide locational information for other UQ systems or for stock-taking of assets.

# Section 6 - Appendix

### Definitions

| Terms | Definitions |
|---|---|
| Adjunct Staff | A person who holds an adjunct title under the Honorary and Adjunct Title Holders Policy. |
| Including | Is not a word of limitation and means 'including without limit' and 'includes' has a corresponding meaning. |
| The duty to foster the wellbeing of staff and students | Has the meaning given to it in the Freedom of Speech and Academic Freedom Policy. |
| Reasonable and Proportionate Regulation | Has the meaning given to it in the Freedom of Speech and Academic Freedom Policy. |
| Speech | Has the meaning given to it in the Freedom of Speech and Academic Freedom Policy. |

| Terms | Definitions |
|---|---|
| Third Party | Has the meaning in the UQ policy entitled, Third Party Hire of UQ Land, Buildings and Facilities. |
| UQ Facilities | Includes any UQ campus, building, built space, facility, (including UQ's recreational, sporting and cultural facilities), infrastructure, land, premises, site, structure, utility or plant or any part thereof and any other real property owned, leased or controlled by UQ. |
| University purposes | Includes university, teaching, learning, research, examinations, ceremonial occasions; senate meetings, building activities, commercial activities, markets and concerts. |

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Footnote 1: Faculty/Institute Executives includes Faculty Executive Managers and Institute Deputy Director (Operations).

## Status and Details

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| **Enquiries Contact** | Property and Facilities Division |

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