# SPACE MANAGEMENT POLICY 2012

The Vice-Chancellor and Principal as delegate of the Senate of the University of Sydney, adopts the following policy.

Dated: 24 August 2012

Signature:

Name: Dr Michael Spence

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## 1 Name of policy

This is the Space Management Policy 2012.

## 2 Commencement

This policy commences on 1 September, 2012.

## 3 Policy is binding

Except to the extent that a contrary intention is expressed, this policy binds the University, staff, students and affiliates.

## 4 Statement of intent

This policy:

(a) provides for the efficient and effective allocation of physical spaces within the University;

(b) specifies the principles to be applied in assessing proposals for such allocation; and

(c) provides for the oversight and strategic management of the allocation of space within the University.

## 5 Application

(1) This policy applies to:

(a) the allocation of all physical spaces owned or operated by the University, whether for teaching and learning, research, office or any other operational purpose; and

(d) all staff, students and affiliates of the University.

(2) This policy does not apply to land or buildings held by the University for investment purposes.

## 6 Definitions

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| **allocation** | includes the initial allocation of new space, reallocation of existing space, allocation of additional space or conversion of allocated space from one use to another |
| **DVC(SM)** | means Deputy Vice-Chancellor (Strategic Management) |
| **local space manager** | means the officer within a faculty or organisational unit who is responsible for the efficient management of the space allocated to that faculty or unit, in accordance with clause 10 of this policy |
| **SEG** | means the University committee known as the Senior Executive Group |
| **space** | means physical built space within any University owned or operated building, other than buildings held by the University for investment purposes |
| **space allocation register** | means the register established under clause 15 of this policy |
| **space charge** | means the charge for space levied by the University, under its economic model, on faculties, professional service units, businesses and programs. |

## 7 Responsibility for the allocation of space

(1) All space within the University is available for allocation to organisational units to support the University's object.

**Note:** The University's object is defined in section 6(1) of the *University of Sydney Act 1989 (as amended),* as follows:

> the promotion, within the limits of the University's resources, of scholarship, research, free inquiry, interaction of research and teaching, and academic excellence.

(2) The allocation or reallocation of space is the responsibility of the DVC(SM), after consideration of the advice of the SEG Space Management Committee.

(3) The management of space within existing space allocated to a faculty or organisational unit is the responsibility of the Dean or Director (as the case may be), except where, in the opinion of the DVC (SM), the space is under-utilised.

(4) Where space is allocated to, and shared by, multiple faculties and or organisational units, the management of the shared space is the joint responsibility of the relevant Deans and or Directors.

(a) If the relevant Deans and or Directors are unable to agree on the management of shared space, any of them may refer the issue to the Provost for determination.

(b) In the case of such a referral, the determination of the Provost will be final.

## 8 Principles for the allocation of space

(1) All University space should be used efficiently.

(2) Space will be allocated on the basis of the following principles:

(a) the effective use of University space according to functional and team needs;

(b) the effective use of University space in accordance with environmental and energy sustainability principles;

(c) contribution to or support of the creation and maintenance of environments which foster teaching and learning;

(d) contribution to or support of research, including higher degree research, and innovation;

(e) contribution to or support of community involvement; and

(f) contribution to or support of the organisational performance of the University.

## 9 Applications for allocation of space

(1) All applications for the allocation of space must commence with the lodgement of a space allocation business case with the Campus Infrastructure & Services portfolio.

(2) The Director, Campus Infrastructure & Services may prescribe a form or forms for this purpose.

(3) The space allocation business case must be endorsed by the Dean and Head of Department (in the case of a Faculty) or Director and Head of Area (in the case of another organisational unit) of the organisational unit making the request.

(4) Campus Infrastructure & Services will then assess the request, and in doing so will consult with the applicant and all other affected stakeholders.

(5) It is the responsibility of the applicant organisational unit to obtain any other associated approvals required, such as capital budgets. The Director, Campus Infrastructure & Services may request evidence of such approvals.

(6) The Director, Campus and Infrastructure Services will provide a written report on the request to the DVC (SM) and the SEG Space Management Sub-Committee. This report will include environmental and energy impact assessments where appropriate.

(7) The SEG Space Management Sub-Committee will consider the application and the report, and make a recommendation to the DVC(SM). The Sub-Committee may request additional information before doing so.

(8) The DVC (SM) will determine the application and will inform the Director, Campus Infrastructure & Services of the determination.

## 10 Management of allocated space

(1) The Dean or Director (as the case may be) of a faculty or other organisational unit to which space is allocated must nominate a local space manager or managers for the faculty or unit.

(2) The local space manager is responsible for:

(a) ensuring that the faculty or unit's allocated space is used efficiently according to functional needs;

(b) ensuring space is used in accordance with environmentally sustainable and energy efficient practice; and

(c) maintaining records of the way in which allocated space is used.

**Note:** The University's *Recordkeeping Policy* applies...

(3) The relevant Dean or Director will ensure that a written report on the use of allocated space within the faculty or unit is provided to the DVC(SM) at least once every 3 years.

## 11 Change of use or function of allocated space

(1) The substantive use or function of allocated space must not be changed without the prior written approval of the Director, Campus Infrastructure & Services.

**Note:** Examples of such changes include change from staff accommodation to student support or teaching and learning, or change from research to administrative uses.

(2) The Director, Campus Infrastructure & Services may direct that a particular application for change of use or function of an allocated space proceed as if it were an application for space allocation under clause 9.

## 12 Allocation of space to external users

(1) Space will only be allocated to an external user if:

(a) the external user is formally affiliated with the University, and has entered into an affiliation agreement; and

(b) the allocation is approved in accordance with clause 9 of this policy.

(2) An external user may not commence or continue occupation of space allocated to them unless there is a current licence or lease agreement for the space between the user and the University.

(3) The Director, Campus Infrastructure & Services is responsible for the negotiation and conclusion of any lease or licence agreement required under this clause, including consultation with any relevant internal stakeholders.

## 13 University space charge

(1) The organisational unit to which space is allocated is responsible for payment of the applicable University space charge.

(2) If space allocated to an organisational unit is leased or licensed to an external user in accordance with clause 12 of this policy:

(a) the relevant organisational unit will continue to be responsible for payment of the University space charge; and

(b) the relevant organisational unit will be entitled to receive the rent or other consideration payable under the lease or licence agreement between the University and the external user of the space.

## 14 Review of space allocation decisions

(1) The applicant, or the Head of Department or Head of Area of any organisational unit affected by a space allocation decision made under this policy, may seek to have that decision reviewed.

(2) Application for review must be made in writing to the Provost no later than two (2) months from the date of the original decision.

(3) An application for review should include any relevant supporting materials.

(4) The Provost will determine the review, after consideration of the application and consultation with the DVC (SM).

(5) The Provost will notify the DVC(SM) and Director, Campus Infrastructure & Services of the outcome. The Director, Campus Infrastructure & Services will be responsible for implementation.

## 15 Space allocation register

(1) The Director, Campus Infrastructure & Services will establish and maintain a register of allocated spaces.

(2) The register will record the following information:

(a) the location of each allocated space;

(b) the name of the organisational unit to which the space has been allocated and which is responsible for payment of the space charge;

(c) the size of the allocated space;

(d) the use and function of the allocated space; the name and address of any external user to which the space has been leased or licensed; and

(e) any other information considered appropriate by the Director, Campus Infrastructure & Services.

(3) Notifications of space allocation decisions made under this policy will be recorded in the register as soon as practicable after they are received.

## 16 Fit out, building and refurbishment works

(1) The Director, Campus Infrastructure & Services has the final right of approval or veto of any proposed fit out, building or refurbishment work undertaken in University space.

(2) The University's Design Guidelines apply to any building works undertaken in University space.

**Note:** As at the date of this policy these guidelines can be found at http://sydney.edu.au/facilities/documents/files/guidelines/designg.shtml

(3) Except where space is leased or licensed to an external user, fit out of allocated spaces will be undertaken by the University's Campus Infrastructure & Services portfolio in consultation with the allocated user.

## 17 Audit of space allocations

The Director, Campus Infrastructure & Services will conduct an audit of the use and allocation of space within the University at least once in every 3 years and will provide a written report to the DVC(SM).

## 18 Determination of procedures

(1) The Director, Campus Infrastructure & Services may, by written determination, establish procedures for the implementation of this policy.

(2) Any such procedures will be published on the University's website, and in the University's online policy database.

# NOTES

**Space Management Policy 2012**

Date adopted: 24 August 2012

Date registered: 31 August 2012

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| Date commenced: | 1 September 2012 |
| Administrator: | Director, Campus Infrastructure and Services |
| Review date: | |
| Related documents: | Space Management Procedures 2012 |
| | University Design Guidelines |

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## AMENDMENT HISTORY

| Provision | Amendment | Commencing |
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