SPACE MANAGEMENT PROCEDURE

1. Purpose and Scope

This procedure describes the operational framework for implementation of the Space Management Policy.

2. Key Documents

UNSW Planning and Design Guide: Outlines the objectives and principles for the future development of the Kensington Campus.

UNSW Workspace Standards: Outlines key principles for planning workspaces, to be applied when reviewing internal space issues and defining proposals for new space or refurbishment works.

Capital Works ‘Business Driven Projects’: A high level description of scope, budget development and management processes is provided in the UNSW Budget Companion.

The documents, processes, Facilities Management units and contacts referred to in the following tables will be provided on the Facilities Management website.
# Responsibility Matrix and Procedure

## 3.1 Space management

<table>
<thead>
<tr>
<th>Area</th>
<th>Responsibility</th>
<th>Procedural notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.1.1 Space Management Policy, Procedure, protocols and guidelines</td>
<td>Director, Facilities Management</td>
<td>The UNSW Space Management Policy and the Procedure are reviewed according to University procedures. The Director will ensure consultation in development and review. Facilities Management (Space Management) reviews and maintains the protocols, guidelines and forms associated with the Policy and Procedure, and is responsible for consultation, publishing and providing advice and information on these materials.</td>
</tr>
<tr>
<td></td>
<td>Deans and Heads of Division</td>
<td>Faculties and Divisions implement the Space Management Policy, Procedure, protocols and guidelines.</td>
</tr>
<tr>
<td>3.1.2 Planning and Design Guide, and Workspace Standards</td>
<td>Director, Facilities Management</td>
<td>Facilities Management (Campus and Capital Planning) develops, reviews and maintains the Planning and Design Guide and the Workspace Standards, and is responsible for consultation, publishing and providing advice and information on these materials.</td>
</tr>
</tbody>
</table>
| 3.1.3 University property and space database | Director, Facilities Management | Facilities Management (Space Management):  
- develops and maintains the University property and space database, working with Faculties and Divisions to ensure data integrity  
- provides information and training to Faculties and Divisions on space management systems and data  
- provides reporting and information for decision-making, performance tracking and compliance purposes  
Faculties and Divisions contribute to the maintenance of space data for their areas through space data validation processes. |
| 3.1.4 Utilisation studies and reviews | Director, Facilities Management | Facilities Management works with Faculties and Divisions on space optimisation projects. Such projects may be initiated by either the occupant or by Facilities Management. |
| | Director, Venues and Events (CATS) | Venues and Events, Division of University Services, conducts regular utilisation audits of Centrally Allocated Teaching Spaces (CATS). |
### 3.2 Accommodation planning and strategy

| 3.2.1 | Accommodation planning and strategy | Director, Facilities Management, Deans and Heads of Division | Facilities Management (Campus and Capital Planning) undertakes Campus-wide and Faculty/Division-specific accommodation planning, provides advice to Faculties and Divisions on accommodation planning, manages planning studies and engages consultancy support where needed. Requests for support for accommodation planning projects should be made through the Capital Expenditure ‘Business Driven Projects’ process. |

### 3.3 Capital projects

| 3.3.1 | Capital Expenditure ‘Business Driven Projects’ | Director, Facilities Management, Deans and Heads of Division | Faculties and Divisions submit project/need requests through the annual Capital Expenditure ‘Business Driven Projects’ process. Facilities Management (Campus and Capital Planning) coordinates this process, working with Faculties and Divisions to understand occupants’ space issues and identify solution options, and presenting Faculty and Division needs, priorities and options to the University Executive Team. Faculties and Divisions coordinate the requests coming from their Schools, Centres or Units through the Faculty or Division office. |

### 3.4 Managing within allocated space

| 3.4.1 | Space allocated to Faculties and Divisions | Deans and Heads of Division | Within same purpose/function or structure
Faculties and Divisions manage space within their Faculties and Divisions where any change is within the same purpose/function or structure. Facilities Management (Space Management) updates the University space management database on advice from Faculties and Divisions, provided through a notification of change process.  

Change to purpose/function, structure, utilities or services
Faculties and Divisions submit proposals to the Director, Facilities Management through the request for change process for:
- any change in purpose/function or structure of space
- installation of equipment that may impact on utility services or infrastructure and/or modification or provision of new services

Works can only be undertaken if approved and coordinated by Facilities Management. Refer also to the major equipment process. |

### 3.5 Changing Faculty or Division space allocation

| 3.5.1 | Increase, exchange or reduction in Faculty and Division space | Vice-President, Finance and Operations | Faculties and Divisions submit proposals to the Director, Facilities Management, through the request for change process, to change the overall allocation of space. The Director of Facilities Management may also initiate such proposals. The Director will undertake appropriate consultation before making a recommendation on the proposal to the Vice-President, Finance and Operations. |
3.5.2 Transfer of space to/from Centrally Allocated Teaching Spaces (CATS)

Vice-President, Finance and Operations in consultation

Faculties and Divisions and the Director of Venues and Events submit proposals to the Director, Facilities Management, through the request for change process, to transfer space to/from CATS. The Director of Facilities Management may also initiate such proposals.

The Director will undertake appropriate consultation, including with Venues and Events, before making a recommendation on the proposal to the Vice-President, Finance and Operations.

3.5.3 Vacating space

Deans and Heads of Division

Faculties and Divisions are responsible for ensuring that all space vacated by individuals or units is left in a state appropriate for final clean up, and for meeting any specialist requirements such as providing clearance certificates to Facilities Management for laboratories being vacated (OHS704 Laboratory decommissioning / cessation of work checklist).

Facilities Management provides a checklist and advice on requirements associated with vacating space.

Space vacated as the result of provision of new space for its current occupant reverts back to the University for re-allocation.

3.6 Leased space

3.6.1 Lease or purchase contracts

Vice-President, Finance and Operations

The University is the only entity legally capable of entering into agreements (such as purchase contracts or leases) to acquire space or to occupy space owned by others.

Facilities Management (Property Services) provides advice and information to Faculties and Divisions on any such proposals.

4. Review and History

This procedure will be reviewed three years from the effective date.

Appendix A: History

<table>
<thead>
<tr>
<th>Version</th>
<th>Authorised by</th>
<th>Approval Date</th>
<th>Effective Date</th>
<th>Sections modified</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.0</td>
<td>Vice-Chancellor</td>
<td>17 August 2005</td>
<td>17 August 2005</td>
<td>Sections 5 removed. Section 6-10 renumbered. Form contact updated.</td>
</tr>
<tr>
<td>1.1</td>
<td>Amended by Vice-Chancellor</td>
<td>23 June 2006</td>
<td>23 June 2006</td>
<td></td>
</tr>
<tr>
<td>2.0</td>
<td>President and Vice-Chancellor</td>
<td>12 February 2013</td>
<td>12 February 2013</td>
<td>Full review</td>
</tr>
</tbody>
</table>