1. **Purpose**

This policy sets out the principles and responsibilities associated with the provision and management of University space as a key component of strategic and operational effectiveness.

This policy is supported by UNSW space management procedures which are intended to ensure a clear and consistent understanding and implementation of this policy.

2. **Scope**

This policy applies to all space owned, managed and leased by UNSW, inclusive of buildings and outdoor spaces.

3. **Definitions**

No terms have been defined.

4. **Policy Statement**

The University plans and manages space to support its strategic objectives and to optimise capital and recurrent expenditure on facilities.

Principles:

- University asset: The University is the owner of its physical assets. Space is used to its optimal capability and efficiency and in a flexible and cooperative way to achieve the best outcomes for the University.

- Strategic drivers: The use, renewal or development of space is driven by UNSW’s student experience, teaching, research and community engagement objectives and by the need for efficiency in use of space. Where conflicting demands arise, student or research related space needs take highest priority.

- Campus experience: The University plans and manages its estate to provide a positive campus experience for staff, students and visitors and to provide a high quality learning, teaching and research environment, and priority is based on performance.

- Shared and specialist needs: Where there is not a compelling case for a facility being dedicated to a single user (or a small number of users), the University has a preference for shared facilities to reduce overall space demand, minimise cost and duplication, increase utilisation, ensure effective management of infrastructure and increase availability of resources to the wider University community. Campus and project planning and design processes will be structured to include input from champions for shared facilities and University-wide perspectives (for example, the Directors of Strategy and the MWAC).

- Effective and efficient management: The University regularly reviews, allocates and manages its space to maximise benefit to the University as a whole. The University will support Faculties and Divisions in the management and development of space. In doing so, it takes into account the balance and costs of managing optimal alignment with the disruption of space realignment.
5. Legal and Policy Framework
Relevant statutory codes relating to occupied premises.

6. Roles and Responsibilities
The Executive Team is responsible for high level University estate planning and determining development and resourcing priorities.

Facilities Management has responsibility for the planning, delivery and operation of the physical estate of UNSW, including campus planning, infrastructure planning, development, construction, refurbishment, maintenance and space management (including space allocation). In carrying out these responsibilities FM has two key roles. One is to champion, on behalf of the University community as a whole, in relation to the provision of shared and communal spaces, and spaces that contribute to the overall campus environment and experience. This role is expressed principally through the provision of outdoor and ground floor spaces. The other role is in relation to the provision of spaces designed to meet the particular needs of each Faculty and Division, which principally relates to the upper floors of buildings.

The Director of Facilities Management will ensure that appropriate systems and procedures are in place to support the UNSW Space Management Policy.

Deans and Heads of Division are responsible for the effective and efficient planning and management of space within their Faculty or Division and for ensuring that allocated space is used for its intended purpose. This responsibility relates to existing operations as well as to the future space or facilities implications of any proposed changes in teaching, research or operations under consideration. Unless a commitment from the University to the provision of additional space or alterations to existing space is obtained prior to any such change being decided on, any space implications of the decision must be managed by the Faculty or Division within the space and budget already available to it.

Functional or structural change to a space may only be undertaken if approved by a person with the appropriate level of delegated authority within Facilities Management. This extends to equipment or services that may change the function or structure or impact on utility services.

Proposals to change the overall allocation of space to Faculties or Divisions must be submitted by the Dean or Head of Division or their delegate to the Director of Facilities Management. The Director of Facilities Management will undertake appropriate consultation before making a recommendation to the Vice-President, Finance and Operations who has authority to decide on any such proposal. Those consulted, in addition to the current and proposed future occupants of the space concerned, would include the DVC Academic (in his/her role as Teaching Space Champion, where a major teaching facility is concerned) or the DVC Research (where a major research facility is concerned).

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.

7. Information and Contact
Enquiries related to this policy can be directed to the Director, Facilities Management.

8. Review
This policy will be reviewed three years from the date of effect.

Appendix A: History

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<tr>
<th>Version</th>
<th>Authorised by</th>
<th>Approval Date</th>
<th>Effective Date</th>
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<td>17 August 2005</td>
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<td>1.1</td>
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<td>23 June 2006</td>
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<td>Section 5 removed. Section 6-10 renumbered as Section 5-9 Form contact updated</td>
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<td>12 February 2013</td>
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