

SPACE MANAGEMENT PROCEDURES 2012

Issued by: Director, Campus Infrastructure and Services

Date: 29 August 2012

Signature:

Name: Mr Greg Robinson

1 Purpose and application

- (1) These procedures are to give effect to the requirements of the *Space Management Policy 2012* ("the policy").
- (2) These procedures apply to the allocation and management of all physical spaces owned or operated by the University

2 Commencement

These procedures commence on 1 September, 2012.

3 Interpretation

Words and expressions used in these procedures, and not otherwise defined in this document, have the meanings they have in the policy.

4 Applications for allocation of space

- (1) Applications for the allocation of new or additional space must be made in the form using the electronic form available at Campus Assist Online: <https://campusassist.sydney.edu.au>.
- (2) Applications for the change of use or function of already allocated space, including applications to relinquish allocated space, must be made using the electronic form available at Campus Assist Online: <https://campusassist.sydney.edu.au>.
- (3) Applications must be lodged with the Space Manager, Campus Infrastructure & Services.

5 Initial assessment of applications

- (1) The Space Manager, Campus Infrastructure & Services is responsible for the initial assessment of applications for the allocation of space and change to the substantive function of space.
- (2) After receipt of a properly completed application, the Space Manager will:
 - (a) consult the applicant organisational unit about its needs and requirements;
 - (b) assess the available space and possible solutions to the applicant's space requirements;
 - (c) identify and consult with all affected stakeholders.
- (3) The Space Manager, Campus Infrastructure & Services will determine the form and manner of consultation entered into under the policy.
- (4) In the case of an application for change to the substantive function of space, after completion of initial assessment and consultation the Space Manager will refer the application to the Director, Campus Infrastructure & Services for determination under Clause 11 of the policy.

6 Reports on assessment

- (1) Reports on applications made under Clauses 9, 11 and 12 inclusive of the policy must address:
 - (a) the purpose for which the allocation is sought;
 - (b) the nature of associated works required;
 - (c) likely impacts on other stakeholders;
 - (d) efficiency impacts;
 - (e) associated costs, both administrative and project based;
 - (f) work health and safety impacts;
 - (g) environmental and energy sustainability impacts;
 - (h) funding sources;
 - (i) timing considerations; and
 - (j) the outcome of stakeholder consultations.
- (2) If it is proposed that space be provided to an external user, the report must also address:
 - (a) whether a lease or licence is proposed; and
 - (b) the principal proposed terms of that lease or licence, including:
 - (i) the identity of the proposed lessee or licensee (if known);
 - (ii) the proposed term of the agreement; and
 - (iii) the proposed rent or licence fee.

7 Notification of outcomes of determinations

- (1) As soon as practicable after being notified of the determination of an application for allocation of space the Space Manager, Campus Infrastructure & Services will:
 - (a) inform the applicant;
 - (b) inform all stakeholders consulted during the assessment process; and
 - (c) record the allocation in the space allocation register.
- (2) As soon as practicable after being notified of the determination of an application for review of a space allocation decision the Space Manager, Campus Infrastructure & Services will:
 - (a) inform the applicant for review;
 - (b) inform any organisational unit affected by the determination; and
 - (c) record the allocation in the space allocation register.

NOTES

Space Management Procedures 2012

Date adopted: 29 August 2012

Date registered: 31 August 2012

Date commenced: 1 September 2012

Administrator: Director, Campus Infrastructure and Services

Review date:

Related documents:

Tertiary Education Facilities Management Association Space
Planning Guidelines Edition Three

Space Management Policy 2012

AMENDMENT HISTORY

Provision	Amendment	Commencing
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