

SPACE ALLOCATION POLICY

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1. RATIONALE AND SCOPE

To account accurately for the University's physical assets and the way they are utilised effectively is a basic challenge for any institution. A University has clear statutory obligations, such as Occupational Health and Safety, which require the comprehensive resource planning of the physical infrastructure. In order for UNE to ensure that the University is effectively and efficiently utilising suitable and available space, the changes resulting from refurbishment, Building Works and ongoing maintenance along with the changing requirements of how space is allocated need to be captured and monitored in a timely and accurate manner.

The control of space will be a critical component of how Facilities Management Services allocate space and the planning of future Building Works that are incorporated in the UNE Strategic Assets Management Plan. The Strategic Asset Management Plan will establish the future direction and investment of capital to sustain and improve the physical infrastructure of UNE. To do this, information on such things as occupancy, use and capacity, which relate to the University's building infrastructure, needs to be managed and maintained effectively by the Space Management System.

The scope of this system includes the Main, Residential and CB Newling Campuses and all the associated buildings therein. The policy and its procedures will relate to all academic, administrative and research entities that utilise the physical assets at UNE.

This document will establish the underlying principles of space allocation, the policy and procedures that underpin the allocation and re-allocation of space.

2. DEFINITIONS

'Building Code of Australia (BCA)': the University has a statutory obligation to comply with the Building Code of Australia 2004.

'Building Works': the construction of major projects over the value of \$1,000,000.

‘Disability Discrimination Act (DDA)’: the University has a statutory obligation to comply with the Disability Discrimination Act 1992.

‘Lease Agreement’: a legal contractual registered agreement between the University and a business, educational or community entity which allows exclusive use of a space.

‘Licence of Agreement’: a contractual agreement between the University and a business, educational or community entity for ‘a’ or ‘a series’ of spaces defined by an unregistered agreement.

‘Minor Works’: consist individual projects to refurbish or renovate the existing physical assist under the value of \$1,000,000

‘Occupational Health and Safety (OHS)’: the University has a statutory obligation to comply with the Occupational Health and Safety Act 2000, and Occupational Health and Safety Regulation 2001.

‘Outside Organisations’: the organisations external to the organisational units of the University, including the external entities controlled by the University, such as Sport UNE, UNE Union and UNE Partnerships.

‘Research Coordinator’: a generic definition of an individual that represents a Faculty, Directorate or College who is responsible for the coordination of resources including the space occupied.

‘Space’: the generic definition of a particular closed or contained area, in which activities performed by the University are undertaken which in turn, is managed as physical asset.

‘Space Allocation’: the assignment space by either rank, function or location requirements in accordance with the UNE Design Standard

‘Space Management System’: the technology used to capture, store and analyse space for the purpose of planning and reporting on how the University utilises space.

‘Space Planning and Space Management’: the activities used to plan, manage and document the space held by the University.

‘Strategic Asset Management’: Provides the University with techniques to structure and operate their physical assets in a way that a best supports their service delivery aspirations.

‘Tertiary Education Facilities Management Association (TEFMA)’: the University is an institutional member of this association.

‘UNE Buildings Priority Plan’: the document accepted by UNE Council that outlines the programmed Building Works to be undertaken over a five year period.

‘UNE Design Standards’: the University’s policy on the design and specification of the built environment.

‘UNE Strategic Asset Management Plan’: the document accepted by UNE Council that contains the Strategic Asset Management plan for the University.

3. ROLES AND RESPONSIBILITIES

3.2 Space Planning and Management at UNE

UNE Council is the governing body that sets the strategic direction of the University including strategic asset management of the physical environment. The key advisory committee to Council is the Buildings and Grounds Committee with support from the Space Management Committee.

The Facilities Management Services (FMS) Directorate is responsible for the effective and efficient management of all physical assets. The Executive Director, Resources Division, assisted by the Director, FMS, coordinates the capital and financial planning process which is outlined in the Strategic Asset Management Plan. This plan drives key decisions on matters relating to the allocation and re-allocation of space. It is imperative that the space management system be integrated into established business processes and systems such as timetabling as soon as possible. In order to ensure the provision of timely and necessary information the Faculties, Directorates and the Residential Colleges must be directly involved

Space Management at the UNE will be undertaken in accordance with the TEFMA Space Planning Guidelines (Edition 2), UNE Master Plan, UNE Strategic Plan, UNE Buildings Priority Plan, UNE Design Standards, UNE Strategic Asset Management Plan and the relevant statutory regulations.

3.3 Responsibilities of the Facilities Management Services Directorate

The FMS Directorate on behalf of the Executive Director, Resources Division, is responsible for the allocation of space to organisational units across the University:

In relation to the allocation of space, Facilities Management Services is responsible for:

- 3.3.1 the consultation process with Executive Deans, Heads and Directors regarding future physical resource planning;
- 3.3.2 advising the Executive Deans, Heads and Directors on compliance with the range of legislative requirements, which includes and is not limited to the Building Code of Australia, the Occupational Health and Safety Act, the Environmental Planning Act and the Disability Discrimination Act;

- 3.3.3 making recommendations to the Space Management Committee, the Buildings and Grounds Committee, and the Vice-Chancellor concerning requests for space from all organisational units and the integration of this information into the University's Strategic Asset Management plan;
- 3.3.4 the continuous coordination of detailed and timely architectural audits of the University's physical assets;
- 3.3.5 the development, implementation and maintenance of a system that will provide detailed, timely and accurate information to the Vice-Chancellor and the Space Management Committee;
- 3.3.6 provide relevant information to the University's Timetable Officer;
- 3.3.7 the provision of ad-hoc space analysis reports for organisational units to support physical resource planning; *and*
- 3.3.8 allocating space in consultation with Executive Deans, Heads and Directors to outside organisations.

3.4 Responsibilities of the Executive Deans of Faculties, Heads of Schools, Directors of Directorates and Heads of the Residential Colleges

In relation to the allocation of space, Executive Deans, Heads and Directors are responsible for:

- 3.4.1 assigning responsibility for communication with FMS to the Resource Coordinator of the Faculties, Directorates and Residences to ensure a single point of contact on all matters that relate to space management;
- 3.4.2 complying with a range of legislative requirements to which the University is subject. These include but are not limited to the Building Code of Australia, Occupational Health and Safety and the Disability Discrimination Act;
- 3.4.3 notifying the Facilities Management Services Directorate of any change that requires the Space Management System to be updated, such as new positions being filled, space becoming vacant or space no longer being required; *and*
- 3.4.4 confirmation that information generated from the system is compatible with direction provided in the Strategic Asset Management Plan.

3.5 Responsibilities of the Planning and Institutional Research

In relation to the allocation of space, Planning and Institutional Research are responsible for:

- 3.5.1 provision of relevant DEST data to assist in the forecasting and reporting of space utilisation and functions, including the historic, current and projected (through trend analysing) internal and external students and staff.

3.6 Decision Making Structure

3.6.1 Space Management Committee

All significant requests that impact on the allocation of space to organisational units are to be tabled at the Space Management Committee. The Space Management Committee is a Committee of the University and advises and makes recommendations to the Vice-Chancellor on options and priorities for the allocation of space.

Terms of Reference:

- (i) to advise the Vice-Chancellor on options and priorities for use of space at the University;
- (ii) to annually review space allocation policy and priorities as well as current use of building space in the light of emergent University needs to make recommendations to the Vice-Chancellor and/or the Buildings and Grounds Committee of Council, as appropriate;
- (iii) to advise the Director, Facilities Management Services, on any matter regarding changes in use of space involving maintenance or minor new works;
- (iv) to consider and report on any matter referred to the Committee by the Academic Board or the Vice-Chancellor; *and*
- (v) to ensure that recommendations and/or decisions of the Committee embody appropriate attention to quality assurance and are consistent with the UNE Strategic Plan and other relevant UNE Plans.

Chaired by:

Executive Director (Business and Administration)

Membership:

- (i) Pro Vice-Chancellor (Teaching and Learning);
- (ii) Executive Deans or nominees; *and*
- (iii) Director, Facilities Management Services or nominees.

3.6.2 Buildings and Grounds Committee

The allocation of space to organisational units of the University has a direct impact on the Strategic Asset Management planning of the institution. The Buildings and Grounds Committee, which is a committee of the UNE Council, advises and make recommendations to Council on issues relating to the strategic asset management of the University's built infrastructure.

Terms of Reference:

The committee shall consider, review and advise Council on the implementation of:

1. the University's Master Plan;

2. the University's Strategic Asset Management Plan, including information technology facilities;
3. the University's Preventative Maintenance Programme; *and*
4. the Buildings and Grounds Operational Plan.

The Committee shall be responsible for monitoring and reporting to Council on:

1. the establishment of proposals and design standards for building works;
2. the formulation of contracts for building and civil engineering works, including information technology infrastructure; *and*
3. the management of building and civil engineering contracts, including the tender process, post tender activities and contract administration.

The Committee shall make recommendations to Council on:

1. the naming of buildings and areas;
2. the restoration and use of heritage buildings; *and*
3. the environmental aspects of Campus development.

Membership:

- (i) Chancellor *ex-officio*;
- (ii) Deputy Chancellor *ex-officio*;
- (iii) Vice-Chancellor *ex-officio*;
- (iv) Chair of the Academic Board or nominee: *and*
- (v) Three members elected by and from the Council, not more than two of whom shall be lay members.

In Attendance:

Secretary to Council or nominee;
The Executive Director (Business and Administration);
The Director, Facilities Management Services; *and*
The Director, Financial Services.

4. SPACE ALLOCATION POLICY GUIDELINES

4.1. Principles

- 4.1.1. That all spaces within the University are deemed to be University space and shall not be controlled by Faculties, Schools, Directorates or Individuals within the University.
- 4.1.2. That the allocation of space, not currently occupied by a Faculty, School or Directorate will be the subject of approval by the Vice-Chancellor and/or Council.
- 4.1.3. That all requests for the use of public spaces must be made to the Director, Facilities Management Services.

- 4.1.4. That all requests for the allocation of space and the redesignation of type or function of existing space must be made to the Director, FMS.
- 4.1.5. That the allocation of space to all academic and general staff be subject to the approval of the Space Management Committee.
- 4.1.6. That Executive Deans, Heads and Directors must consult with the Director of Facilities Management Services on the allocation of space to outside organisations.

4.2 Procedures

4.2.1. Changes in Room Occupancy

Changes in room occupancy are generally not of a significant enough nature to warrant immediate reporting to the Space Management Committee. However, Facilities Management Services is responsible for reporting on the University's room occupancy periodically to this committee.

Information of this kind in an accurate and relevant form is a critical requirement to maintaining the University's Space Management database to provide timely information for strategic resource planning.

4.2.1.1 New Faculty or Staff Employees in Existing Positions

Any new Faculty or Directorate employee filling an existing University position will typically occupy the existing room assigned to the position. Human Resource Services is responsible for notifying Facilities Management Services of the recruitment of an employee by completing the Space Change request form.

4.2.1.2 New Faculty or Staff Employees in New Positions

New positions are positions that have never been occupied by any employee, and require a new room assignment with telephone line and technology access. The head of the relevant cost centre must notify HRS if a new room needs to be assigned to it. Once the University's Classification Committee has classified the position, Human Resource Services is responsible for completing the relevant section in the Space Change Request Form.

4.2.1.3 Changes in Room Occupancy for Existing Positions

In most circumstances, Executive Deans, Heads and Directors are free to make changes in room assignments to existing employees within the space allocated to the Faculty or Directorate. However, all changes in room occupancy need to be reported to Facilities Management Services by completing the relevant Space Change Request Form.

The Executive Dean, Head or Director will be notified annually of the space allocated to the Faculty and Directorate.

4.2.1.4 Changes in Teaching and Learning area Furniture

The change in furniture type and layout in teaching and learning areas can dramatically influence the capacity of the room and the allocation of space via Syllabus Plus and must be thoroughly reviewed when changes are planned. It is the responsibility of the Resource Coordinator to notify the Facilities Management Services by completing the Space Change Request Form. It is the responsibility of Facilities Management Services to notify the University's Timetabling Coordinator.

4.2.2 Changes in New or Existing or Buildings

Any change in existing buildings and/or the construction of a new building will dramatically impact on the ownership or utilisation of space by the University.

4.2.2.1 Changes in Existing Building or Room Use (Do and Charge or Minor Works)

Requests for approval to make minor changes in a building or room must be completed and forwarded to FMS by completing the relevant section of the Space Change Request Form.

The Resource Coordinator must secure approval from the delegated level of authority and relevant account codes must be provided before work can commence. FMS is responsible for updating the Space Managements System, advising all relevant organisational units of the changes, and periodically reporting these cumulative changes to the Space Management Committee and the Vice-Chancellor.

4.2.2.2 Refurbishment of Existing Building or Room Use (Minor Works)

Requests for approval to make structural changes in a building, which includes multiple rooms, must be completed and forwarded to FMS. It is the responsibility of the Resource Coordinator to notify FMS of the approved request by completing the relevant section of the Space Change Request Form.

FMS will complete a space analysis report for any refurbishment request. This analysis will take into account the space required, the space available, compliance with the UNE Design Standards, BCA, OH&S, DDA and other relevant compliance standards. Once the report is complete, FMS will advise on resulting outcomes to the Space Management Committee and the Vice-Chancellor.

The Executive Dean, Head, Director and Facilities Management Services must all approve the Internal Transfer Journal (ITJ), with relevant Account codes before work can commence. FMS is responsible for updating the Space Managements System and advising all the relevant organisational units of the changes.

FMS will provide periodic reports of the cumulative changes to the Space Management Committee and the Vice- Chancellor.

4.2.2.3 Major Construction of Building (UNE Buildings Priority Plan)

The programming of all major construction projects is captured by the UNE Buildings Priority Plan. It is the responsibility of Facilities Management Services to ascertain the future requirements of space that reflect growing and emerging educational and administrative trends.

The University's Building Priority Plan is approved by the University Council on recommendation from the Building and Grounds Committee and the Finance Committee. All the Building Projects nominated are subject to a Space Analysis Report, which will analyse the space requirement, location and compliance considerations, and compare these with the current building stock and highlight opportunities to improve the current building stock.

4.2.2.4 General Maintenance Work (UNE Maintenance Plan)

General Maintenance work does not generally include structural changes to an existing building. This work is initiated via Work Order Requests or service requests routinely scheduled by the Maintenance system and handled by Infrastructure Services at Facilities Management Services. Such work generally does not affect changes in space occupancy, or use of capacity. It is the responsibility of the Infrastructure Services to update the Space Management Database by completing a Space Change Request Form as required.

4.3 Priorities and Criteria for the Allocation of Space

The priorities for the allocation of space are:

- (i) to ensure the physical assets of the University support a quality teaching and learning environment; *and*
- (ii) to ensure that the University is strategically managing its physical assets.

All recommendations to the Space Management Committee and the Buildings and Grounds Committee by Facilities Management Services will be made by addressing the following criteria within a Space Analysis Report:

- (i) that the requests optimises the use of space by adhering to the UNE Design standards;

- (ii) that the request complies with any licensing and/or leasing agreement that the requesting party may have entered into with the University pertaining to the relevant space impacted by the request;
- (iii) that the space is suitable for the intended function identified by the request;
- (iv) that the request encapsulates the stated goals of the UNE Strategic Plan ;
- (v) that the request is compliant with all relevant statutory obligations;
- (vi) that any special needs highlighted in the request can be met by the infrastructure; *and*
- (vii) that the request complements the UNE Capital Planing and cost benefit analysis has been undertaken with a demonstrated and sustainable funding allocation model

4.4 Resolution of Space Issues

From time to time conflicts may arise over the allocation of space due to a conflict of growth strategies of either Faculties and/or Directorates. In the event of this occurring, Facilities Management Services will compare the Space Analysis Reports for each respective organisational unit and advise the Space Management Committee of its recommendation. The recommendation of the committee will be forwarded to the Vice-Chancellor for approval.