

## Optimisation of University Space Policy

### 1. PURPOSE

To encourage the effective utilisation of University space.

### 2. POLICY STATEMENT

- 2.1 The University will efficiently and effectively use its space to support its strategic goals;
- 2.2 All space within the University is deemed to be University space and will not be owned by Faculties, Schools, Areas or individuals; and
- 2.3 Information relating to space use and occupancy will be accurate and clear.

### 3. RESPONSIBILITY FOR IMPLEMENTATION AND COMPLIANCE MONITORING

Director, Properties, Facilities and Development is responsible for implementation and compliance monitoring of the policy.

### 4. SCOPE OF POLICY

The Policy applies to all University campuses where the campus facilities are directly managed by the University.

### 5. DEFINITIONS

(Note: Commonly defined terms are located in the [Curtin Common Definitions](#). Any defined terms below are specific to this document)

#### **Space**

The rooms and spaces occupied and managed by the University.

### 6. SUPPORTING PROCEDURES

*Nil*

### 7. RELATED DOCUMENTS/LINKS

[University Strategic Plan](#)

[University Enabling Plans](#)

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<b>Policy Manager</b>	Chief Operating Officer
<b>Approval Authority</b>	Planning and Management Committee
<b>Review Date</b>	1 <sup>st</sup> April 2019

### REVISION HISTORY

Version	Approved/ Amended/ Rescinded	Date	Committee / Board / Executive manager	Approval / Resolution Number	Key Changes and Notes
	Approved	03/05/2011	Planning and Management Committee	PMC 34/11	Attachment A to Document No 00484/11
	Amended	26/06/2012	Planning and Management Committee	PMC 69/12	Attachment 4 to Document No 00628/12, to be operational one week from date of approval (includes retitling from Space Allocation and Utilisation Policy to Optimisation of University Space Policy)
	Administratively Updated	06/10/2015	Director, Legal and Compliance Services	EC 76/15	Executive Manager Title Changes
	Amended	24/11/2015	Planning and Management Committee	PMC 98/15	Attachment C to Item 10 – formally reviewed and no changes required