

## Optimisation of University Space Policy

### 1. STRATEGIC PLAN THEME AND COMPLIANCE OBLIGATION SUPPORTED

Strategic Plan Theme: [Sustainable Future](#)

### 2. PURPOSE

To encourage the effective utilisation of University space.

### 3. POLICY STATEMENT

- 3.1. All space within the University is deemed to be University space and will not be owned by Faculties, Schools, Areas or individuals;
- 3.2. The University will efficiently and effectively use its space to support its strategic goals;
- 3.3. The management of all University space use and occupancy including space allocations and reallocations will be administered by Properties, Facilities and Development in partnership with Stakeholders and in accordance with the University's master planning framework; and
- 3.4. Information relating to space use and occupancy will be accurate, clear and maintained in accordance with industry benchmarking and space planning standards to achieve successful and accurate space planning.

### 1. SCOPE OF POLICY

This policy applies to all space owned and leased by the University.

### 2. 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.

### 3. SUPPORTING PROCEDURES

*Nil*

### 4. RELATED DOCUMENTS/LINKS

[University Strategic Plan](#)

[University Enabling Plans](#)

<b>Policy Compliance Officer</b>	<a href="#">Tim Urquhart</a> , Director, Properties, Facilities and Development
<b>Policy Manager</b>	Chief Operating Officer
<b>Approval Authority</b>	Senior Executive Team (SET)
<b>Review Date</b>	1 <sup>st</sup> April 2027

**REVISION HISTORY**

<b>Version</b>	<b>Approved/ Amended/ Rescinded</b>	<b>Date</b>	<b>Committee / Board / Executive Manager</b>	<b>Approval / Resolution Number</b>	<b>Key Changes &amp; Notes</b>
	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
	Approved	17/09/2019	Planning and Management Committee	PMC 66/19	Attachment A to Item 9.2
	Approved	19/08/2021	Senior Executive Team (SET)		Item 6