Space Management Policy

Section 1 - Preamble

(1) The University is committed to providing appropriate and adequate space for its purposes and to making the best use of its space assets in pursuing the values and goals of the Strategic Plan.

(2) University spaces are centrally managed by Property & Facilities to optimise utility and functionality.

Section 2 - Purpose

(3) This policy is designed to provide the principles to make the most efficient, appropriate and effective use of University space and must be used when managing use of and potential disputes over University space.

Section 3 - Scope

(4) This policy applies to all staff, students, partners and commercial tenants of the University.

Section 4 - Policy

Allocation and Occupancy

(5) University space is to be used and allocated to support the values and goals of the Strategic Plan and in accordance with the implementation of the Campus Master Plans and in Consultation with Regional Associate Vice-Chancellors.

(6) All space is University space and is not controlled by Faculties, Institutes, business units, offices or individuals.

(7) Space is allocated to support the development of precincts of related uses.

(8) Staff including adjunct and honorary appointees who use university space on an intermittent or part-time basis may be required to occupy shared space.

(9) Space will be allocated to HDR candidates in line with the HDR Minimum Resources Procedures.

(10) Space is allocated with students at the heart of decision making.

(11) The allocation of all centrally-timetabled teaching spaces will be carried out through the Timetabling and Examinations and Results.

(12) The hire or booking of University space by internal and external parties is managed by the Property and Facilities Client Services Team and in consultation with Timetabling and Examinations and Results with regard to teaching spaces.

(13) Staff who occupy residential space on campus must abide by the terms of their lease or other agreement to

occupy.

(14) Students who occupy residential accommodation on campus must abide by the University Resident Conduct Policy.

Changes in use of space

(15) Request for changes in use of space will be managed and coordinated to minimise overall impact on and disruption to University business.

(16) Disputes or potential disputes over the use or allocation of space will be managed by respectful negotiation between the relevant parties and the Manager, Space Management Services.

(17) If a suitable solution is not reached, the matter will be escalated as follows:

a. To the Director Property and Facilities; then
b. To the Vice-President Corporate; then
c. To the Vice-Chancellor.

(18) This policy will be implemented generally in accordance with the Tertiary Education Facilities Management Association Incorporated (TEFMA) Space Planning Guidelines.

(19) The Vice-Chancellor is accountable to the Council for the use of all University resources, which includes space management. The Vice-Chancellor has final approval over space allocation. The Vice-Chancellor's decision is final.

Section 5 - Non-Compliance

(20) Non-compliance with Governance Documents is considered a breach of the Code of Conduct - Employees or the Code of Conduct - Students, as applicable, and is treated seriously by the University. Reports of concerns about non-compliance will be managed in accordance with the applicable disciplinary procedures outlined in the Charles Darwin University and Union Enterprise Agreement 2025 and the Code of Conduct - Students.

(21) Complaints may be raised in accordance with the Code of Conduct - Students and Code of Conduct - Students.

(22) All staff members have an individual responsibility to raise any suspicion, allegation or report of fraud or corruption in accordance with the Fraud and Corruption Control Policy and Whistleblower Reporting (Improper Conduct) Procedure.

Status and Details

Status	Current
Effective Date	1st March 2022
Review Date	1st March 2025
Approval Authority	University Secretary
Approval Date	1st March 2022
Expiry Date	Not Applicable
Responsible Executive	Penny Szybiak Vice-President Corporate
Implementation Officer	Anthony Hornby Director Property and Facilities
Enquiries Contact	Anthony Hornby Director Property and Facilities Property and Facilities

Glossary Terms and Definitions

"**Faculty**" - An organisational and academic unit in the University that delivers courses and conducts research.