

<b>DOCUMENT TYPE</b>	<b>P</b>	
<b>ADMINISTRATIVE</b>	<b>5</b>	
<b>INFRASTRUCTURE</b>	<b>5</b>	
<b>BUILDINGS AND GROUNDS</b>	<b>1</b>	
<b>NUMBER</b>	<b>004</b>	
		Policy Database Document Reference Number <b>551004P</b>

## ESTATES PLANNING AND REPORTING POLICY

<b>Purpose/ objectives</b>	To establish University policy to allow the Division of Buildings and Grounds to effectively administer the provision departmental reporting and planning functions.
<b>Scope/ Application</b>	<p>This policy applies to:</p> <ul style="list-style-type: none"> <li>• all La Trobe University Campuses</li> <li>• all Buildings and Grounds staff responsible for Department Administration</li> </ul>
<b>Policy Statement</b>	<p>Estates Planning and Reporting encompasses all aspects related to planning and reporting on the University's built and natural environment assets. These include space management, lease administration, capital management, master planning, construction and general maintenance. The Division is also responsible for planning and reporting on the development of new amenities and campus infrastructure.</p> <p>These services are provided by staff of the Division of Buildings and Grounds and contractors to relevant external and University approved standards that support safe, healthy and sustainable campus environments suitable for tertiary learning, research and support services.</p>
<b>Supporting Procedures</b>	<p>Space Management Procedures  Capital Plan Management Procedures  Lease Management Procedures  Master Planning Procedures  Capital Management Plan Monthly Reporting Procedures  Archibus Procedures  Project Quantity Survey Procedures</p>
<b>Responsibility for implementation</b>	<p>Director, Estates Development  Director, Division of Buildings and Grounds</p>
<b>Responsibility for monitoring implementation and compliance</b>	<p>Director, Division of Buildings and Grounds  Director, Estates Development</p>
<b>Status</b>	New Format
<b>Key stakeholders</b>	La Trobe University Senior Management Committee

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<b>Approval Body</b>	Senior Management Committee, 12 March 2009, SMC09/01, Minute 2.3
<b>Initiating Body or person(s)</b>	Director, Division of Buildings and Grounds
<b>Definitions</b>	None Required
<b>Related legislation</b>	<a href="#">Occupational Health and Safety Act 2004</a>
<b>Related Policy and other documents</b>	OH&S Safety Policy
<b>Date Effective</b>	12 March 2009
<b>Next Review Date</b>	30 June 2011
<b>Keywords</b>	Space, Capital, Master, Archibus, Quantity, Surveys
<b>Owner/Sponsor</b>	Director, Division of Buildings and Grounds
<b>Author</b>	Director, Division of Buildings and Grounds
<b>Contact person or area</b>	<a href="mailto:bg-enquiries@latrobe.edu.au">bg-enquiries@latrobe.edu.au</a>