

DOCUMENT TYPE	P	
ADMINISTRATIVE	5	
INFRASTRUCTURE	5	
BUILDINGS AND GROUNDS	1	
NUMBER	001	
		Policy Database Document Reference Number 551001P

ESTATES PROJECT MANAGEMENT POLICY

Purpose/ objectives	To establish University policy to allow the Division of Buildings and Grounds to effectively and safely administer construction projects.
Scope/ Application	<p>This policy applies to:</p> <ul style="list-style-type: none"> • all La Trobe University Campuses • all University staff responsible for managing construction projects
Policy Statement	<p>Estates Project Management encompasses all aspects related to the construction and refurbishment of the University's built environment assets. These include management of the design, development, tender and construction of all 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>
Supporting Procedures	<p>Standard Brief 1 – 3 Standard Brief 4 - 11 Standard Preliminaries Buildings and Site Works Standard Appendix A - Fire Services Company Standards version 8 Consultant / Consultant Short Form Agreement Policy and Procedures for entering into contracts Project Management Procedures Small Works Contract Bank Guarantee Procedures</p>
Responsibility for implementation	<p>Director, Estates Development Director, Buildings and Grounds</p>
Responsibility for monitoring implementation and compliance	Executive Director, Infrastructure and Operations
Status	Revised Format
Key stakeholders	La Trobe University Senior Management Committee

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Approval Body	Senior Management Committee, 12 March 2009, SMC09/01, Minute 2.3
Initiating Body or person(s)	Director, Division of Buildings and Grounds
Definitions	None Required
Related legislation	The Building Code of Australia Occupational Health and Safety Act 2004
Related Policy and other documents	OH&S Safety Policy
Date Effective	12 March 2009
Next Review Date	30 June 2011
Keywords	Construction, Project, Standards, Brief
Owner/Sponsor	Director, Division of Buildings and Grounds
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