

## APPENDIX A

### VICTORIA UNIVERSITY

#### SPACE ALLOCATION – SUBMISSION TEMPLATE

All University space is centrally owned and the allocation and occupation of space is centrally administered. Organisational units may seek changes to their allocation of space by making a space allocation submission using either of the long or short form space allocation templates provided below. Proposed relocations within existing space must also be submitted for approval using one of the two templates.

Any proposed grant or external funding submission which has space implications must be submitted on either of the attached templates for approval prior to the grant or external funding application being made.

The short form template is to be used for space allocation requests of less than 50 square meters or involving project costs of less than \$50,000. This form is also to be used for any proposal which involves a shift in government funded student load from one site to another.

The long form template is to be used for space allocation requests of greater than 50 square meters or involving project costs of more than \$50,000.

Requests costing more than \$0.5M are classified as capital works. These requests must be made using the capital works submission template and will be considered by the Infrastructure Committee for inclusion on the University's capital works programme.

#### Template:

##### **Short form request template:**

This template is to be used for space allocation requests of less than 50 square metres or costing less than \$50,000. Requests are to be directed to Manager, Facilities Planning for a determination. In exceptional circumstances, the submission may be referred to the Property Planning Sub-Committee of the Infrastructure Committee for determination.

A copy of the short form template is located at 'Attachment A'.

##### **Long form request template:**

This template is to be used for space allocation requests of greater than 50 square metres or costing more than \$50,000. Requests are to be directed to Manager, Facilities Planning who will review the submission against the nominated criteria and make a recommendation to the Property Planning Sub-Committee. The Property Planning Sub-Committee's role is to make a recommendation to the Chair of the Infrastructure Committee. The sub-committee may forward the submission to the full Infrastructure Committee if broader consultation is required to make a more informed decision.

Note that any project with a cost in excess of \$0.5M is classed as a capital works project and submissions must be made using the capital works submission template.

A copy of the long form request template is located at 'Attachment B'.

Attachment A – Short form space allocation request template

**Section 1 – Project details**

Provide a brief summary of the request and contact person details.

**Section 2 – Existing conditions**

Detail the location and size of any existing space

**Section 3 – Needs Identification**

Provide a summary of the key drivers for the project, including but not limited to:

- Alignment with strategic planning
- Course delivery or research enhancement
- Student experience
- Organisational benefits
- Efficiency improvements
- External relationships
- OHS considerations
- Impact of project not proceeding

**Section 4 – Identified Solutions**

Detail the advantages and disadvantages of any possible solutions that have been identified.

**Section 5 – Costs and Funding**

Detail the proposed source of funds. Identify estimated project cost and impact on re-current budget.

**Section 6 – Timing**

Note the preferred timing and implications of not meeting this timeframe.

**Section 7 – Submission Approval**

This form has been approved for submission to the Infrastructure Committee by:

Name: -----  
(Head of organisational unit)

Name: -----  
(Principal Officer)

Signed: -----

Signed: -----

Date: -----

Date: -----

## Attachment B – Long form space allocation request template

### Section 1 – Request details

- a) Project title
- b) Applicant details: organisational unit  
contact person  
contact details

### Section 2 – Existing conditions

Detail the location and size of any existing space

### Section 3 – Needs Identification

- a) Provide a brief summary of the project requirements and key drivers
- b) Provide further details addressing parameters such as the following:
  - Alignment with the Strategic Plan, Functional Plans Operational Plans
  - Academic course delivery
  - Student experience
  - Organisational impact within unit and/or across units
  - Campus impact
  - External relationships
  - Research requirements
  - Improved efficiencies in space utilisation, costs, etc
  - OHS issues
  - Implications of space not being provided
  - Risk mitigation

### Section 4 – Identified Solutions

Detail preferred locations together with the advantages and disadvantages of any specific solutions that have been identified. If any solution impacts on space currently occupied by another organisational unit, details must be provided.

Note - Whilst not essential, identification of preferred general location or specific solutions will assist the Committee.

### Section 5 – Costs and Funding

- a) Provide details of any budget estimates (including furniture, equipment, fees etc) for any preferred solutions identified in section 4.  
  
A proposed funding source must be identified however, approval of a space allocation request will not be made on the basis of funds availability.
- b) Include details of impact on re-current costs (including indirect costs). Where applicable include details of any consequential reduction in backlog maintenance liability.

**Section 6 – Timing**

- a) Note the preferred timing and implications of not meeting this timing.
- b) State whether the space requirement is temporary or continuing.

**Section 7 – Submission Approval**

This form has been approved for submission to the Infrastructure Committee by:

Name: -----  
(Head of organisational unit)

Signed: -----

Date: -----

and

Name: -----  
(Principal Officer)

Signed: -----

Date: -----