

**(Insert company name)**

## Accommodation Strategy

Note: This template has been developed as a guide for developing an accommodation strategy. Further assistance can be provided by the Special Purpose Vehicle Unit, within the Department of Infrastructure and Planning.

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# 1 Purpose

Outline the purpose of the accommodation strategy. This should include provision of high level information on the Special Purpose Vehicle's (SPV) current and future accommodation needs to enable efficient planning.

## 1.1 Scope

Outline the scope of the accommodation strategy. This should include planning accommodation for corporate requirements and, where appropriate, project related staff. This plan should exclude detailed site and project accommodation.

## 1.2 Objectives

Develop a set of objectives. These should include: that accommodation is aligned with the business strategy and objectives; value for money; and an efficient working environment.

# 2 Planning

Outline the planning that will be necessary for the SPV's accommodation requirements.

## 2.1 Location

Detail the factors that will influence the location of the SPV. These should include: proximity to key stakeholders; project(s) in delivery; operational activities; key suppliers; accessibility for workforce; information technology; vacancy rates; and accommodation sharing options.

## 2.2 Affordability

State the financial considerations that need to be considered. This should include: a per person dollar limit; the total budget; and the length of time the space is needed.

## 2.3 Key milestones, decisions or events that may affect requirements

Outline the future key milestones, events or decisions that are likely to impact accommodation requirements. These could be linked to business objectives contained in the business plan or a key stakeholder imperative.

## 2.4 Summary requirements

Use the following table as a prompt for reviewing the SPV's accommodation requirements. Detailed analysis can be carried out using the form attached at the end of this template.

Functions	No. of workstations	Special requirements
Executive Management Group		
Finance		
Operations		
Project Specific		
Hot desks for consultants		
Admin & Support Staff		
Meeting and Utility Areas	No. of rooms / sqm	
Meeting Rooms (16 person)		
Meeting Rooms (8 person)		
Meeting Rooms (6 person)		
Meeting Rooms (4 person)		
Utility areas (Printers/copiers)		
Utility areas (Collating/storage)		
I.T., comms room		
Kitchen / breakout room		
Reception and Amenities Areas	No of rooms / sqm	
Reception		
Toilet / Showers		
Storage requirements		
Parking spaces		
Other (Library, strong room)		

### 3 Responsibilities and accountabilities

Use the following table as a prompt for reviewing the roles and responsibilities for sourcing and managing accommodation requirements. The SPV should ensure that this is performed in a manner that is consistent with the delegated authority of staff. A delegations structure template is provided in 1\_12\_T Delegations Structure.

Role	Responsibility	Accountable Position
<b>Secure accommodation</b>		
Establishing requirements	<ul style="list-style-type: none"> <li>Consult with stakeholders</li> <li>Document requirements</li> <li>Establish list of providers</li> </ul>	
Source suitable accommodation	<ul style="list-style-type: none"> <li>Engage with providers</li> <li>Develop shortlist</li> <li>Establish total costs of occupation (e.g. fit out, equipment, rent, cleaning, maintenance, parking)</li> <li>Make recommendation</li> </ul>	
Enter into agreement	<ul style="list-style-type: none"> <li>Review proposal</li> <li>Agree terms</li> <li>Sign agreement</li> </ul>	
<b>Occupy accommodation</b>		
Logistics		

ICT		
Staff liaison		
Office fit out		
Supplier, Stakeholder communication / notification		
Stationery		
<b>Ongoing management</b>		
Work environment		
ICT		
Stationery		
General Maintenance		

## 4 Analysis

Conduct an analysis of the accommodation requirements of the SPV. See Appendix 1 for further assistance

## 5 Reviews

Outline when the accommodation strategy will be reviewed. This should occur at least annually.

