

State Library of Western Australia

REQUESTS FOR SUB-TENANCIES IN THE STATE LIBRARY BUILDING POLICY

1. Purpose

This policy provides a framework to ensure fairness, consistency and transparency in the treatment of all requests for accommodation and sub-tenancy agreements in the State Library building.

2. Scope

This policy applies to all requests for accommodation and tenancy within the State Library building.

3. Context

The CEO and State Librarian is responsible to the Library Board of Western Australia for the management of operations of the State Library which includes the management of the State Library building from which the State Library operates.

The State Library of Western Australia regularly receives requests for tenancy within the State Library building. All requests for accommodation are considered.

Accommodation requests require a sub-tenancy agreement between the State Library and the approved party, to formalise arrangements. All sub-tenancy agreements are signed by the CEO and State Librarian on behalf of the Library Board.

4. Policy Statement

It is the policy of the Library Board of Western Australia that:

4.1 Assessing Requests

All requests for accommodation will be assessed fairly, consistently and transparently.

Preference will be given to sub-tenancy applications from organisations that have an alignment with the business or strategic objectives or values of the State Library where there is an identified partnership link, or agencies within the Department of Local Government, Sport and Cultural Industries and its Statutory Authorities.

A sub-tenancy will only be offered subject to the availability of a suitable space.

4.2 Formalising requests for accommodation

All sub-tenancies agreed to by the CEO and State Librarian on behalf of the Library Board require a formal sub-tenancy agreement to be issued.

Sub-tenancy agreements will be prepared based on their classification and appropriate documentation prepared. The three types of sub-tenancy agreements are:

A standard non-financial sub-tenancy agreement - will include details of Resources Free of Charge allocation and a capped use of State Library building meeting rooms.

A standard financial sub-tenancy agreement - will include details of financial charges and capped use of State Library building meeting rooms.

A partnership sub-tenancy agreement - may include financial charges. Will include a capped use of State Library building meeting rooms and will require a Memorandum of Understanding for guidance and management of terms of engagement and partnership.

5. Responsibility for this document

Manager Organisational Support (development, implementation and management of the policy).

6. References

- Requests for Sub-tenancies in the State Library Building Procedure
- State Library of WA – Corporate Governance and Human Resource Management Delegations
- Deed of Lease Alexander Library Building (1989)

7. Authorisation and Review

First approved	Library Board, 7 December 2017
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