

Office Accommodation Management Framework

Framework policy

Reference 2

## Roles and responsibilities of:

- Chief Executive Officers' Committee—Property Management
- Government Office Accommodation Committee (GOAC)
- Department of Housing and Public Works in its support of GOAC

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## 1.0 Introduction

This reference forms part of the Office Accommodation Management Framework (OAMF) suite of documents. The OAMF integrates policies, process, activities and guidelines for government agencies in relation to establishing office accommodation needs, acquiring and fitting out suitable space, utilising that space effectively and managing the accommodation change process.

## 2.0 Purpose

The purpose of this reference is to describe the roles and responsibilities of:

- the Chief Executive Officers' Committee—Property Management
- the Government Office Accommodation Committee (GOAC)
- the Department of Housing and Public Works in its support of GOAC.

## 3.0 Chief Executive Officers' Committee—Property Management

The role of the Chief Executive Officers' Committee—Property Management (Property Management Committee) is to:

- provide strategic direction and policies for the State's property asset portfolio (comprising land, buildings and infrastructure)
- facilitate performance measurement and benchmarking by agencies
- advise the Cabinet Budget Review Committee on major asset-related strategies and policies and budget issues related to asset management from a whole-of-government perspective
- facilitate efficient access to information required by asset planners at all levels of government
- develop and maintain linkages with other related initiatives of the government including:
  - state and regional integrated planning processes
  - the Financial Management Standard for Physical Asset Management (in particular, Asset Strategic Plans)
  - Queensland Building Information System (QBIS)
  - Queensland Spatial Information Infrastructure Strategy
  - the State Infrastructure Plan prepared by the Department of State Development
- consider options and provide direction on policies to encourage agencies to effectively manage their assets in the context of accrual output budgeting, including the achievement of highest and best value from land and properties under their control and the reduction of stock of under-performing/unused/surplus assets
- consider options and make final determinations related to the disposal of major, complex and highly sensitive land and buildings. The Property Management Committee may, on occasion, refer a final determination on highly contentious, special-circumstance properties to Cabinet or the Cabinet Budget Review Committee.

## 4.0 Government Office Accommodation Committee (GOAC)

GOAC comprises eight members, four of whom are permanent members and four of whom are temporary members.

Permanent members are:

- the Director-General of the Department of the Premier and Cabinet
- the Director-General of the Department of Housing and Public Works
- the Under Treasurer, Queensland Treasury
- the Chair of the Office of the Public Service, Equity and Merit.

Temporary members are the Directors-General of four other agencies, who are replaced on a rotational basis by other Directors-General selected by the permanent members.

GOAC's role is to formulate and review strategies and guidelines in relation to the planning, provision and management of Queensland Government office accommodation for agencies (except government-owned corporations).

GOAC's responsibilities are:

- determination of the overall strategic direction and approach for the ownership and management of the Government's office building portfolio consistent with government policy
- endorsement of office accommodation dealings/strategies comprising purchases, disposals, refurbishments, redevelopments related to government-owned office buildings, and approval of leases in non government-owned buildings greater than 5000m<sup>2</sup> (including coordination of appropriate submissions for ratification and/or financial endorsement of these dealings/strategies)
- endorsement, review and auditing of accommodation standards and guidelines in terms of quantity and quality
- supervision of the performance of the office building estate through reporting from the Building Division, Department of Housing and Public Works based on appropriate performance indicators, benchmark targets and tenants' satisfaction levels
- acceptance and actioning of agencies' submissions related to office accommodation issues, including the final determination on lease or relocation options which are potentially inconsistent with a GOAC-endorsed strategy
- endorsement of an annual estate report (prepared by the Department of Housing and Public Works).

## 5.0 Department of Housing and Public Works in its support of GOAC

The Accommodation Office, Department of Housing and Public Works undertakes the role of supporting GOAC. The role of the Accommodation Office in relation to office accommodation and GOAC involves:

- performance of GOAC's secretariat function
- development, review and monitoring of guidelines for the occupancy of government-owned office space
- development, review and implementation of standard government leasing documentation
- negotiation and management of all leases in non government-owned office buildings including all new lease negotiations and lease management functions
- assuming the role of lessee in a legal sense for space leased from the private sector
- benchmarking of office accommodation performance

- coordination of office accommodation for the government at a strategic level including allocation of space within the government's office accommodation portfolio
- approval of private sector leases of less than 5000m<sup>2</sup>
- provision of technical and financial strategic advice related to office accommodation including the development of cost-effective solutions for the provision and utilisation of government office accommodation
- development and implementation of acquisition, refurbishment, rationalisation and disposal strategies for office accommodation and office building assets
- consultation and liaison with agencies, local authorities and the property industry in the development of office accommodation strategies
- provision of advance information to the Treasury Budget Division for financial advice and comment for inclusion in GOAC submissions that have an overall budget impact
- management of the Department of Housing and Public Works' Office Accommodation Program and Capital Works Program as it relates to office facilities
- formulation, auditing and review of workplace guidelines and standards in terms of quantity, quality, ergonomics and environmental sustainability
- preparation of annual office estate performance reports that include revenue and operating costs, vacancy rates and tenant satisfaction, benchmarked to the performance of office estates owned by other similar governments and the private sector
- liaison with GOAC and with other accommodation bodies in the public and private sectors
- acceptance of accommodation-related community submissions and provision of advice to GOAC regarding these submissions
- the financial tenancy management of government office accommodation, including billing and collection of payments for office accommodation and accommodation services, making contractual payments for leased office accommodation and accommodation services and making internal government payments for office accommodation-related services
- making contractual payments for accommodation leased from the private sector (including accommodation services) and on-charging those costs to agencies.

## 6.0 Additional information

Additional information, assistance and advice regarding churn management is available from the Department of Housing and Public Works. Contact information available from: [www.hpw.qld.gov.au/FacilitiesManagement/GovernmentFacilities/OAMF/Pages/Default.aspx](http://www.hpw.qld.gov.au/FacilitiesManagement/GovernmentFacilities/OAMF/Pages/Default.aspx)