

Office Accommodation Management Framework

Guideline 2: Space

Guideline 3: Fitout

Practice note

Approval procedure for government office accommodation projects



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1.0 Introduction

1.1 Scope

- This procedure applies to:
 - all budget-funded agencies (including all those agencies operating through trust funds);
 - all budget-funded statutory authorities, commissions, etc.
 - police headquarters and police regional offices.
- This procedure does not apply to:
 - corporatised entities such as QRail and WorkCover Queensland
 - office space in Health facilities, TAFE facilities, research/operational facilities and school premises
 - police, ambulance and fire stations
 - warehouses where the office space is less than 20 per cent of the total area.
- The following approvals are separate requirements and do not form part of this procedure:
 - Expenditure approval
 - Building Owner approval
 - *Building Act* compliance approval.

1.2 Overview

- Agency-funded projects up to \$100 000 may be assessed and approved internally by an appropriately delegated officer of the agency. Projects must comply strictly with the Queensland Government *Office Accommodation Workspace and Fitout Standards*. Details of these projects are to be forwarded to the Department of Housing and Public Works (HPW) Accommodation Office for centralised reporting and benchmarking purposes within four (4) weeks of the final cost estimate sign off. Details should include the location of the work, the final cost, the floor area, the number of staff, the time frame for completion, the existing and proposed plans and the scope and nature of the work.
- Agency-funded projects over \$100 000 must be forwarded to the HPW Accommodation Office, for assessment and approval prior to any work being undertaken.
- All projects funded through the HPW Office Accommodation Program (OAP) must be assessed and approved by the Accommodation Office prior to any work being undertaken.

The Director-General, HPW may also forward the form for endorsement by the Director-General, Department of Premier and Cabinet (DPC).

NOTE: Projects involving the modification of space for a Director-General will be assessed and approved by the Director-General, HPW and the Director-General, DPC regardless of the value of the project.

The Accommodation Office will continue to liaise with agencies regarding compliance with this procedure.

- Approval must be sought for projects including:
 - the purchase of furniture, security equipment
 - construction of government office accommodation (in either government-owned or private sector premises)
 - construction of data/computer rooms (including set up equipment).
- Approvals are required prior to committing to or executing any new leases including additions or reductions to existing leases. Preliminary lease negotiations by the Accommodation Office can commence on behalf of an agency if a lease clearance has been obtained from the Accommodation Office.

1.3 Submission of sketch plans throughout the approval process

Existing buildings

- When sketch plans have reached client approval stage ('design freeze'), a copy of both the existing and proposed plans are to be forwarded to the Accommodation Office with the preliminary approval, for review relative to compliance with the Queensland Government *Office Accommodation Workspace and Fitout Standards*, a reference to *Guideline 3: Fitout*.

New Leases

- When sketch plans have reached client approval stage ('design freeze'), a copy of both the existing and proposed plans are to be forwarded to the Accommodation Office when available, for review relative to compliance with the Queensland Government *Office Accommodation Workspace and Fitout Standards*, a reference to *Guideline 3: Fitout*.
- Accommodation Office review comments will be faxed/emailed to the responsible person nominated on the submission.

Green Star targets

- For fitouts in new government office buildings, a minimum 5 Star Green Star™ will be targeted (additionally any subsequent fitouts will be required to maintain the building's star rating). Office fitouts and refurbishments of existing office buildings in excess of 2000 square metres and for all green leases are required to target a minimum 4 Star Green Star™ rating.
- The review of sketch plans is not an approval of the layout but rather a service provided by the Accommodation Office to assist Agencies in complying with the Queensland Government *Office Accommodation Workspace and Fitout Standards*, a reference to *Guideline 3: Fitout*.

1.4 Submission

- Submissions are divided into the following three (3) categories:
 1. Agency-funded projects up to \$100 000 assessed and approved internally by an appropriately delegated officer of the agency.
 2. Agency-funded projects over \$100 000 and all projects funded through the HPW Office Accommodation Program.
 3. All Ministerial accommodation projects.
- An explanation of the procedure for each of these categories is comprised of the following information:
 - description of the procedure
 - explanatory flow chart for the approval procedure.
- Departmental office accommodation proposal forms
 - There is now a single form for all departmental accommodation projects assessed as part of this procedure. This form is electronically available at www.hpw.qld.gov.au/FacilitiesManagement/GovernmentFacilities/OAMF/Guideline2Space/Pages/default.aspx
 - The form for Ministerial accommodation projects remains a separate form.

1.5 General notes

- This procedure supersedes previous versions in this document.
- The dollar amount assessed under the Departmental Office Accommodation Approvals process is the amount excluding fees, contingency and GST.
- ‘Employment in Person Weeks’ can be calculated by dividing the estimated cost by 2700 (e.g. \$297 000 divided by 2700 = 110 weeks). This is an industry index which is adjusted annually. Advice of changes to the index will be issued annually to agencies by the Accommodation Office.
- The business case section of the form is fundamental in providing justification for the accommodation project. Identifying how the proposed accommodation will ultimately save money to government through rationalisation or refurbishment to save additional space and rent costs is an example of a whole-of-Government benefit. Where there is a new initiative, identifying strategies such as complying with or exceeding utilisation benchmarks, and reuse of furniture and fitout where possible are all examples of whole-of-government benefit.
- Additional information may be requested at any time. Clarification or assistance with respect to this procedure can be obtained from the Accommodation Office on telephone 07 323 59253.

2.0 Agency-funded projects up to \$100 000

2.1 Approval

Agency-funded projects costing up to \$100 000 may be assessed and approved by an appropriately delegated officer of the agency.

2.2 Compliance

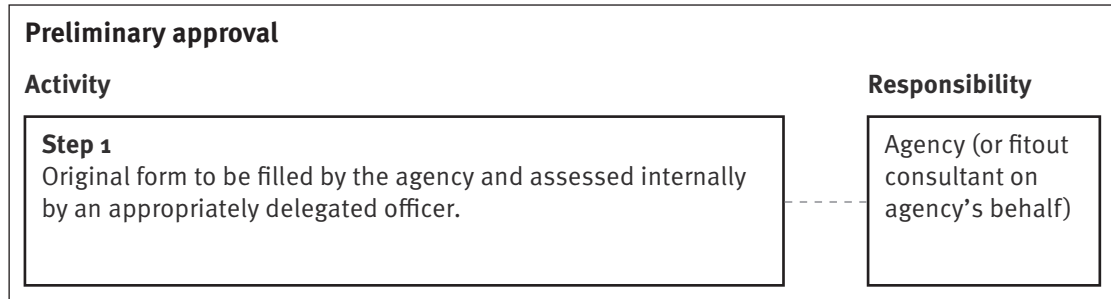
It is the responsibility of the agency’s delegated officer to ensure the strict compliance with the Queensland Government *Office Accommodation Workspace and Fitout Standards* as approved by the Government Office Accommodation Committee. A copy of these standards has been forwarded to all Agencies and further information is available from the Accommodation Office.

2.3 Reporting

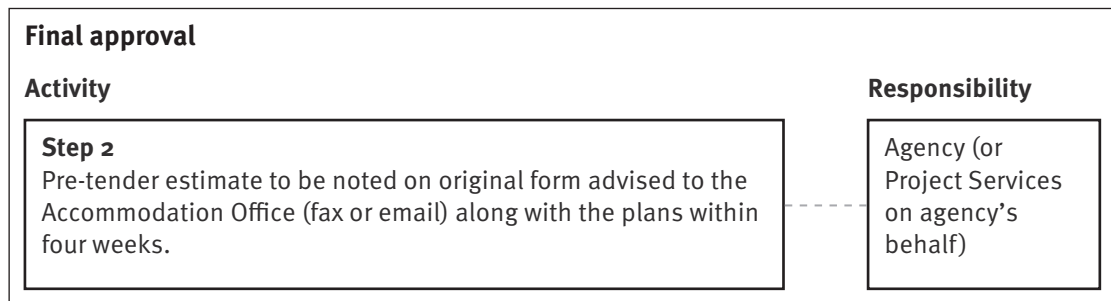
Details of the approvals are to be forwarded to the HPW Accommodation Office, for centralised reporting and benchmarking on the attached proposal form. Details are to be forwarded within four (4) weeks of departmental sign off.

2.4 Flow chart for agency-funded projects up to \$100 000

**Before design commences on project (new leases)
When a project has an agreed sketch plan (existing buildings)**



Before project is tendered



3.0 Agency-funded projects over \$100 000 and all Office Accommodation Program funded projects

The approval process for agency funded projects costing over \$100 000 is as follows (and as summarised in '3.5 Flow chart for all projects over \$100 000').

3.1 Preliminary approval

Section 1 of the proposal form will be assessed on the validity of the business case, proposed scope of work, existing and proposed sketch plans (existing buildings) and compliance with benchmarks for utilisation and cost. For new leases, the form is to be filled out using anticipated costs and a copy of the lease plan is to be provided if available. When sketch plans have been agreed, they are to be forwarded along with a copy of the detailed schematic design estimate to the Accommodation Office to be kept on file with the preliminary approval.

If the Accommodation Office does not approve the proposal, it will initially consult with the agency before the documentation is returned. Agencies may then decide to modify and resubmit the project proposal.

Existing Buildings:

- When a sketch plan has been agreed and a preliminary estimate is available, Section 1 of the proposal form is to be completed, and signed by the agency's delegated officer with the authority to approve the estimated dollar value of the proposed works.
- The proposal should then be forwarded to the Accommodation Office along with a copy of the estimate and the existing and proposed plans, for project data entry, assessment and approval.

New Leases:

- Prior to obtaining financial commitment for a new lease, the proposal form is to be completed and Section 1 is to be signed by the agency's delegated officer with the authority to approve the estimated dollar value of the proposed works.
- The proposal should then be forwarded to the Accommodation Office, for project data entry, assessment and approval.

Dependent on the nature of the project, the Director-General, Department of Housing and Public Works may refer the project to the Director-General, Department of Premier and Cabinet for endorsement.

If the project is approved, the Accommodation Office will return the form to the identified 'Contact name'.

This is the agency's authority to proceed with the commencement of the developed design phase of the project.

3.2 Final approval

Final assessment of the proposal is not required until contract documentation has been prepared and a detailed pre-tender estimate is available.

Within 10 per cent of the preliminary estimate:

- If the final pre-tender estimate is within 10 per cent of the initial estimate (as documented in Section 1 of the proposal form), Section 2 is to be completed and signed off by the agency's delegated authority and a copy of the form along with a copy of the plans and the estimate is to be forwarded to the Accommodation Office for approval.
- Once the Department of Housing and Public Works has given signed approval, the project can go to tender.

Over 10 per cent of the preliminary estimate:

- If, when the agency has obtained the final pre-tender estimate, the cost exceeds the initial estimation by more than 10 per cent, Section 3 of the proposal form is to be completed and submitted to the Accommodation Office for assessment and approval.
- Support documentation (itemised quotes, contract documentation plans, and explanatory notes etc.) are to accompany the submission.
- The Accommodation Office will immediately consult with the agency's 'Contact name' and after assessment will then advise of approval.
- If the project is not approved, the project may be resubmitted with revised scope and costs.

3.3 Following tender

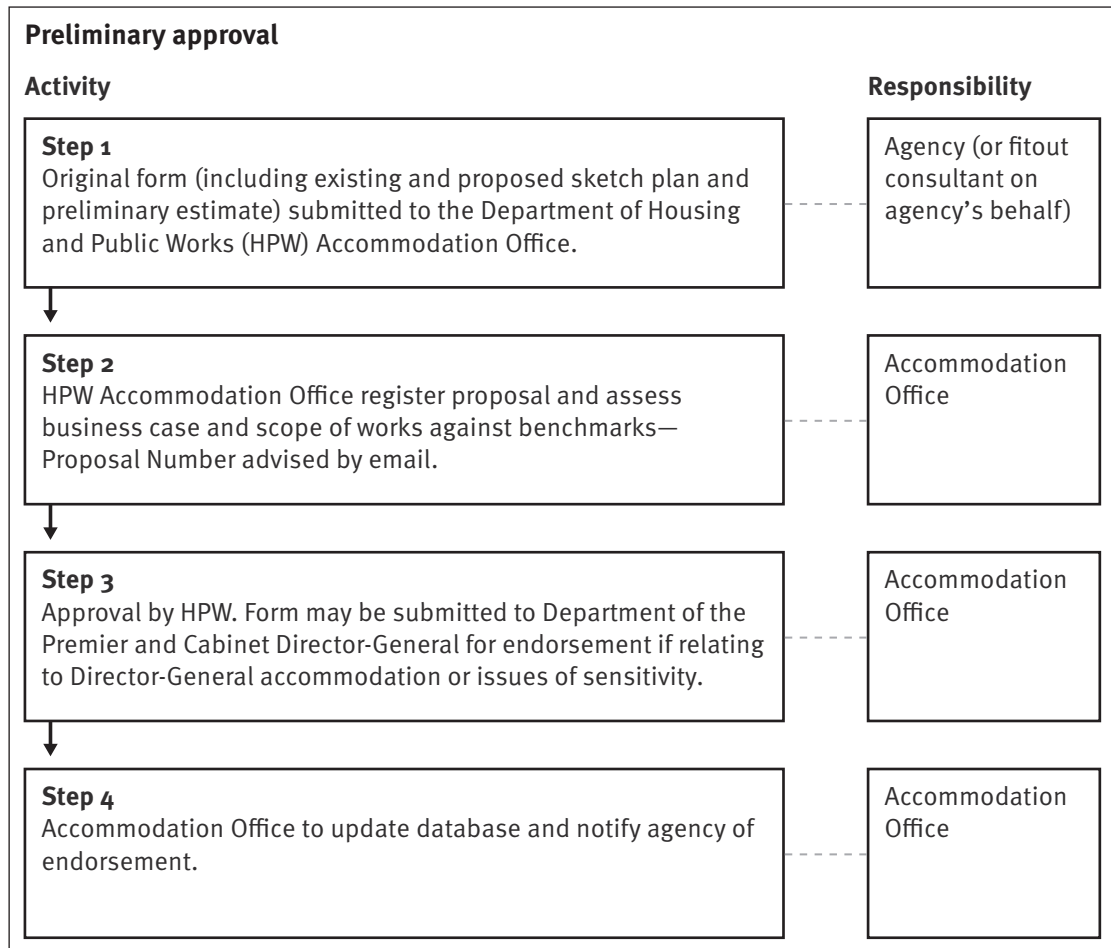
- If the tender price is over 10 per cent of the final approval amount, then the agency is to contact the Accommodation Office immediately to discuss measures to reduce scope and/or cost.

3.4 General notes

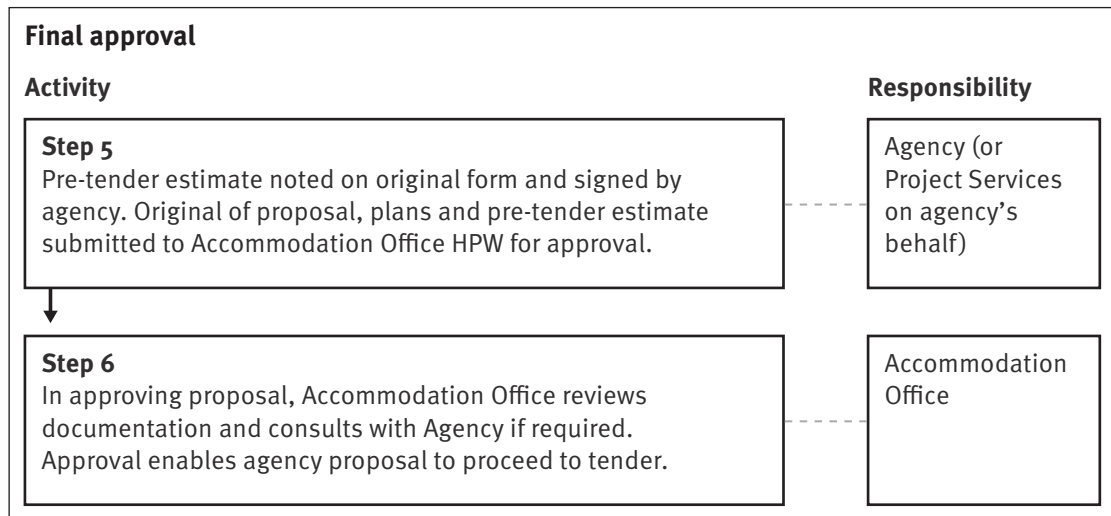
- Projects must comply strictly with the Queensland Government *Office Accommodation Workspace and Fitout Standards* as approved by the Government Office Accommodation Committee. A copy of these standards is available as a reference in *Guideline 3: Fitout*.
- Please note that any approval in this process is not a financial approval. Financial approvals are required in accordance with agencies' own delegations.
- 'Employment in person weeks' can be calculated by dividing the estimated cost by 2700 (e.g. \$297 000 divided by 2700 = 110 weeks). This is an industry index which is adjusted annually. Advice of changes to the index will be issued annually to agencies by the Accommodation Office.
- Additional information may be requested at any time.

3.5 Flow chart for all projects over \$100 000

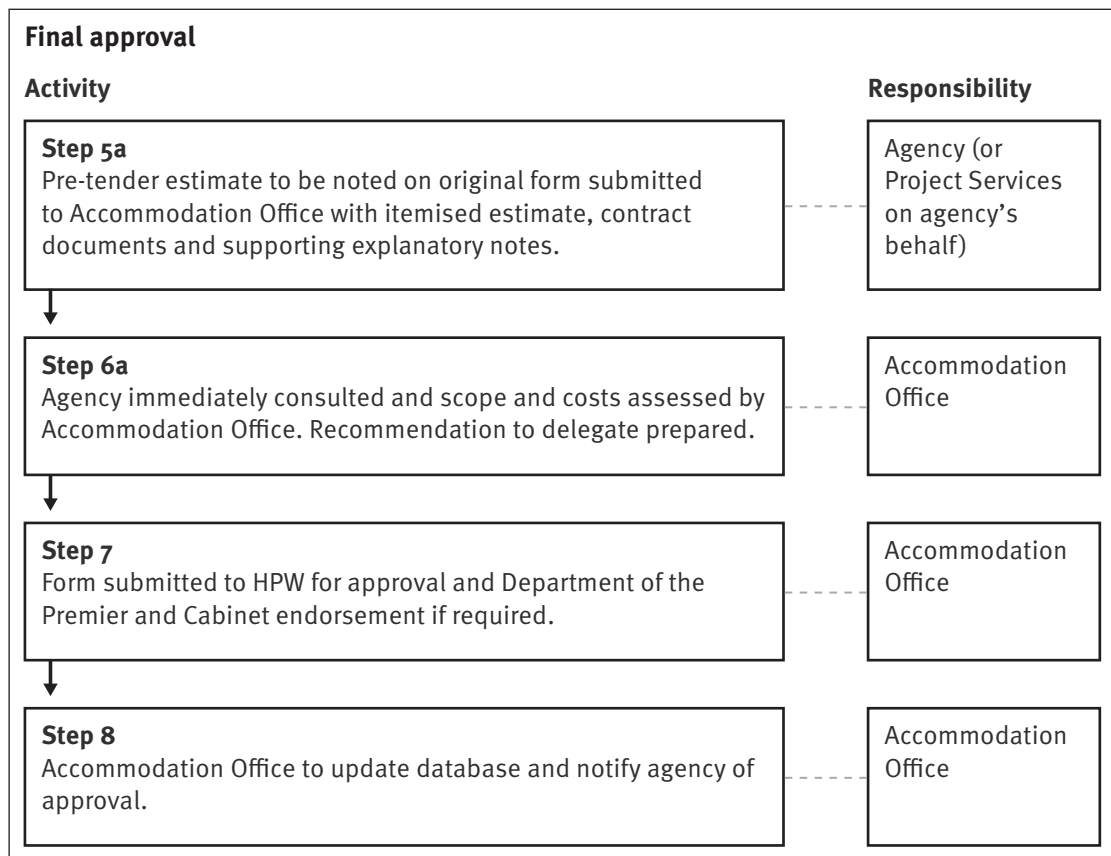
**Before design commences on project (new leases)
When a project has an agreed sketch plan (existing buildings)**



Before project is tendered (when pre-tender estimate is within 10% of preliminary estimate)



Before project is tendered (when pre-tender cost exceeds 10% of preliminary estimate)



Note: If at any step, the Accommodation Office needs further clarification on a project, the proposal form will be returned to the agency or Project Services (on the agency's behalf).

Indicative times:

Steps 1–4: 8 days

Steps 5–6: 5 days

Steps 5a–8: 10 days

Accommodation Office contact for all stages: (07) 323 59253

3.7 Departmental office accommodation proposal form for all projects

Accommodation Office Departmental Office Accommodation Proposal					
Under \$100K <input type="checkbox"/>		Over \$100K <input type="checkbox"/>		This proposal no. relates to the Department of Housing and Public Works only	
PRELIMINARY <input type="checkbox"/>		FINAL <input type="checkbox"/>			
Department of			Proposal No.		
Address of project			Project No.		
Contact Name			Ph No		
Email			Fax No		
Service Provider Contact Name (eg. Project Services)			Ph No		
Request Type (mark applicable box)					
<input type="checkbox"/>	Rationalisation of existing office to meet 12m ² /person space standard	<input type="checkbox"/>	New initiative	<input type="checkbox"/>	HPW owned space
<input type="checkbox"/>	Relocation of office	<input type="checkbox"/>	Construction of new offices	<input type="checkbox"/>	Existing non-govt leased
<input type="checkbox"/>	Furniture changes	<input type="checkbox"/>	Refurbishment of existing offices	<input type="checkbox"/>	New non-govt space to be leased
<input type="checkbox"/>		<input type="checkbox"/>	Other	<input type="checkbox"/>	Agency owned space
Business Case Statement/Cost Benefit Statement (savings to government)					
Project Scope (eg. replan current offices, new workstations)					
PRELIMINARY					
<u>Preliminary Estimated Cost Breakdown:</u>					
Subtotal:		Target Green Star™ rating ⁴ :		5	n/a
Prof Fees:		Projects over 2,000m ²		<input type="checkbox"/>	<input type="checkbox"/>
Contingency: GST:				4	<input type="checkbox"/>
TOTAL:				<input type="checkbox"/>	<input type="checkbox"/>
Funding source			Number of staff in area to be modified		
Timeframe for completion			Employment in weeks		Area m ²
Work required is urgent <input type="checkbox"/>			Reason for urgency		
FINAL					
<u>Final Estimated Cost Breakdown:</u>					
Subtotal:		Predicted Green Star™ rating ⁴ :		5	n/a
Prof Fees:		(based on self assessment)		<input type="checkbox"/>	<input type="checkbox"/>
Contingency: GST:		Projects over 2,000m ²		4	<input type="checkbox"/>
TOTAL:				<input type="checkbox"/>	<input type="checkbox"/>
PRELIMINARY APPROVAL			FINAL APPROVAL		
Section 1 – PRELIMINARY ¹		Section 2 – WITHIN 10% OF PRELIMINARY ²		Section 3 – OVER 10% OF PRELIMINARY ³	
Signed by Agency (delegated authority) / / Date		Signed by Agency (delegated authority) / / Date		Signed by Agency (delegated authority) / / Date	
Name: / / Date		Name: / / Date		Name: / / Date	
Title: / / Date		Title: / / Date		Title: / / Date	
Signed by Department of Housing and Public Works / / Date		Signed by Department of Housing and Public Works / / Date		Signed by Department of Housing and Public Works / / Date	
Name: / / Date		Name: / / Date		Name: / / Date	
Title: / / Date		Title: / / Date		Title: / / Date	
Signed by Department of Premier and Cabinet / / Date		Signed by Department of Premier and Cabinet / / Date		Signed by Department of Premier and Cabinet / / Date	
Name: / / Date		Name: / / Date		Name: / / Date	
Title: / / Date		Title: / / Date		Title: / / Date	
APPROVAL PROCESS					
Up to \$100K					
1. Preliminary Approval - Complete Section 1 of this form for all Agency funded projects with an estimated cost up to \$100,000 and all OAP funded projects up to \$100,000.					
2. Final Approval – Complete Section 2 and return form to the Accommodation Office for recording within four weeks of sign off along with plans.					
Over \$100K					
1. Preliminary Approval - Complete Section 1 of this form for all projects with an estimated cost above \$100,000 and provide sketch plan with form. For new leases sketch plan can be provided when available.					
2. Final Approval - Complete Section 2 of this form if pre-tender estimate costs have been determined and are within 10% of the preliminary estimated cost. Attach supporting information (eg. drawings). Return to the Accommodation Office for final approval.					
3. Final Approval – Complete Section 3 only if pre-tender estimate costs exceed 10% of preliminary estimated cost, the Accommodation Office with all supporting documentation.					
4. The Sustainable Office Initiative (Sustainable Office Building Rating Policy sets out minimum 5 Green Star™ rating target for new buildings and minimum 4 Green Star™ rating target for all green leases, office fitouts and refurbishments of existing office buildings in excess of 2,000m ²)					
Accommodation Office, Department of Housing and Public Works, GPO Box 2457, Brisbane Qld 4001					

4.0 Proposals for Ministerial accommodation

All proposals for alterations to Ministerial accommodation (regardless of cost or funding source) must be forwarded to the Ministerial Services Branch prior to any work being undertaken.

Proposals for changes/additions to Ministerial office accommodation and/or furniture must be approved by the Office of the Premier.

The approval process is basically divided into three sections: preliminary approval; final approval and re-submission.

The approval procedure for Ministerial accommodation is as follows (and is summarised in the attached flow chart).

4.1 Preliminary approval

- The proposal form is to be completed and Section 1 is to be signed by the relevant Minister. The proposal should then be forwarded to the Ministerial Services Branch (MSB) for consideration/approval by the Office of the Premier. MSB will arrange for any necessary cost estimates.
- If approved, MSB will send the proposal form to the Accommodation Office, for project data entry. The Accommodation Office will return it to the identified 'Contact name' on the form. This is your office's authority to proceed to the next stage and obtain detailed cost estimates and final construction documentation.

4.2 Final approval

- When final cost (estimate) and construction documents are available, Section 2 of the form is to be completed and forwarded with attachments to the Accommodation Office (one A3 copy of the floor plan to be retained by the Accommodation Office, if requested). The Accommodation Office will forward this information to MSB for consideration/approval by the Office of the Premier.
- The Accommodation Office will notify the identified 'Contact name' on the form when/if final approval is obtained. The project can then commence the tender/construction process.


4.3 Re-submission

- If the final cost exceeds the approved estimated cost by more than 10 per cent, a re-submission is required to the Office of the Premier.

4.4 General notes

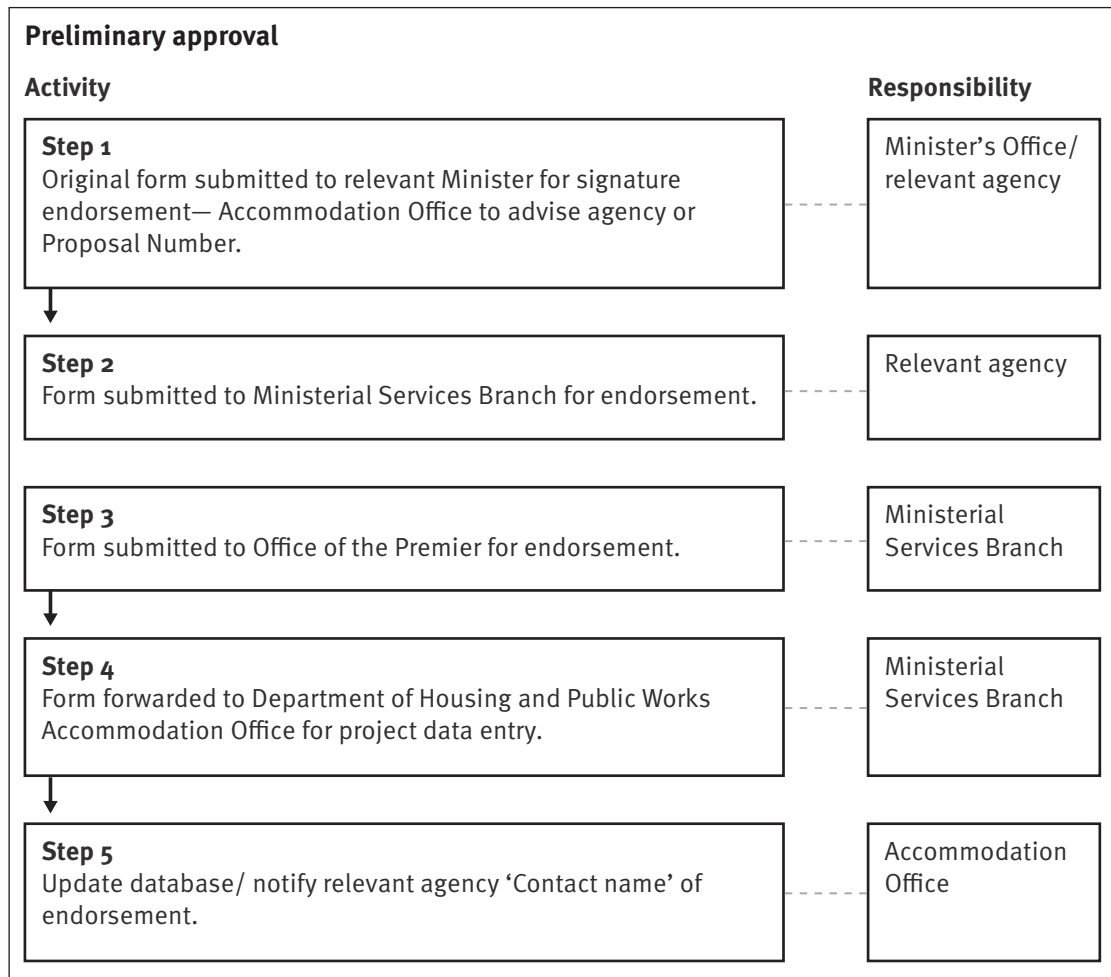
- Please note that any approval in this process is not a financial approval. Financial approvals are required in accordance with normal Ministerial/agency delegations.
- 'Employment in person weeks' can be calculated by dividing the estimated cost by 2700 (e.g. \$297 000 divided by 2700 = 110 weeks).
- Additional information may be requested at any time.

4.5 Proposal form for all Ministerial projects

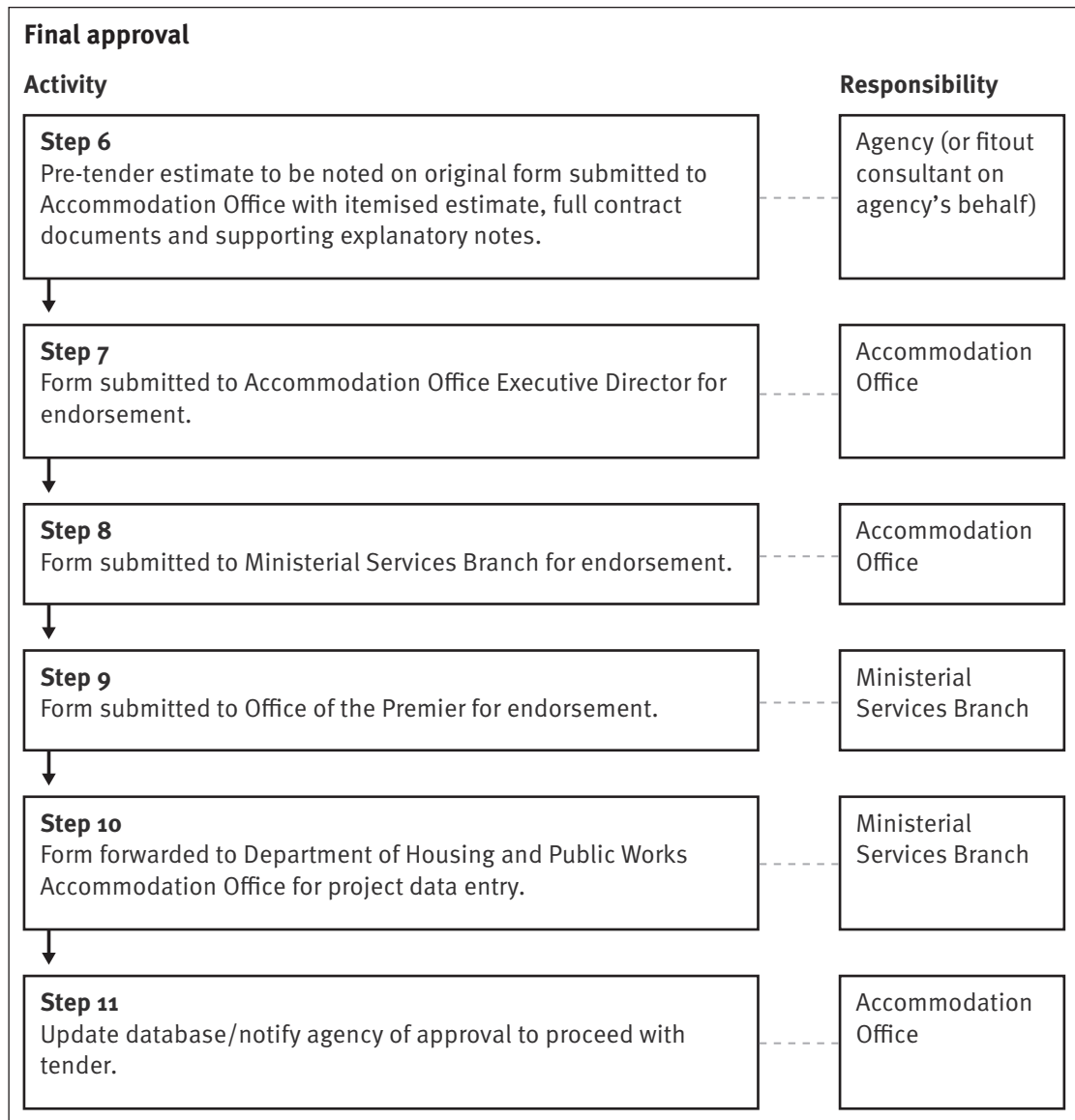
 Queensland Government																
Ministerial Office Accommodation Proposal - Preliminary <input type="checkbox"/> Final <input type="checkbox"/>																
This proposal no. relates to the Department of Housing and Public Works only																
Proposal No. <input type="text"/>																
Minister for <input type="text"/>																
Address <input type="text"/>																
Contact Name <input type="text"/>	Phone No <input type="text"/> Fax No <input type="text"/> Email <input type="text"/>															
Request Type (mark applicable box)																
<input type="checkbox"/> Change of furniture (eg. new desk)	<input type="checkbox"/> Change of floor plan/office layout															
<input type="checkbox"/> Change of finishes (eg. carpet)	<input type="checkbox"/> Other <input type="text"/>															
Business Case Statement/Reason for Change <input type="text"/>																
Project Scope (eg. remove wall, new chairs x 6, new carpet) <input type="text"/>																
Estimated cost	<table border="1"> <tr> <td>Subtotal: \$</td> <td>Final cost</td> <td>Subtotal: \$</td> </tr> <tr> <td>Prof Fees:</td> <td></td> <td>Prof Fees:</td> </tr> <tr> <td>GST:</td> <td></td> <td>GST:</td> </tr> <tr> <td>Contingency:</td> <td></td> <td>Contingency:</td> </tr> <tr> <td>Total:</td> <td></td> <td>Total:</td> </tr> </table>	Subtotal: \$	Final cost	Subtotal: \$	Prof Fees:		Prof Fees:	GST:		GST:	Contingency:		Contingency:	Total:		Total:
Subtotal: \$	Final cost	Subtotal: \$														
Prof Fees:		Prof Fees:														
GST:		GST:														
Contingency:		Contingency:														
Total:		Total:														
Funding source <input type="text"/>	No of staff in area to be modified <input type="text"/>															
Timeframe for completion <input type="text"/>	Employment in weeks <input type="text"/>															
Work required is urgent <input type="checkbox"/>	Reason for urgency <input type="text"/> Area m ² <input type="text"/>															
Approvals																
Section 1 - PRELIMINARY	Section 2 - FINAL SUBMISSION															
Signed by Agency Name: <input type="text"/> Title: <input type="text"/> Date: <input type="text"/>	Signed by Agency Name: <input type="text"/> Title: <input type="text"/> Date: <input type="text"/>															
Signed by Ministerial Services Branch Date: <input type="text"/>	Signed by Ministerial Services Branch Date: <input type="text"/>															
Signed by the Office of the Premier Date: <input type="text"/>	Signed by D-G Department of Housing and Public Works Date: <input type="text"/>															
	Signed by Office of the Premier Date: <input type="text"/>															
	APPROVAL PROCESS 1. For all projects complete Section 1. 2. For all projects, complete Section 2 and include final estimates and sketches															
Note This form must be completed for any office accommodation project for Ministerial office accommodation. This form is not to be completed for minor works (eg. relocate power point) or minor maintenance works (eg. Repair hole in carpet).	Comments: <input type="text"/>															
<p>How to Submit form: Completed forms and any accompanying documents are to be signed by the delegated authority within the Client agency and forwarded by mail to:</p> <p>Queensland Government Accommodation Office, Department of Housing and Public Works, GPO Box 2457, Brisbane Qld 4001</p>																

4.6 Flow chart for all Ministerial projects

Before design commences on project



Before project is tendered



Note: If at any step, the Accommodation Office needs further clarification on a project, the proposal form will be returned to the agency or fitout consultant (on the agency's behalf).

Indicative times:

Steps 1–5: 9 days

Steps 6–10: 9 days

Accommodation Office contact for all stages: (07) 323 59253