

# Office Accommodation Management Framework

Guideline 2: Space

Guideline 3: Fit out

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:
  - corporatized entities
  - office space in Health facilities, TAFE facilities, research/operational facilities, 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 Energy Public Works (EPW) 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 EPW Accommodation Office, for assessment and approval prior to any work being undertaken.
- All projects funded through the EPW Office Accommodation Program (OAP) must be assessed and approved by the EPW Accommodation Office prior to any work being undertaken.

The EPW 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 EPW Accommodation Office can commence on behalf of an agency if a lease clearance has been obtained from the EPW 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 EPW 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 EPW 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*.
- EPW Accommodation Office review comments will be /emailed to the responsible person nominated on the submission.

The review of sketch plans is not an approval of the layout but rather a service provided by the EPW 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 EPW 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 a single form for all departmental accommodation projects assessed as part of this procedure.
  - The form for Ministerial accommodation projects is 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.
- 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 rationalization 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 utilization 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 EPW Accommodation Office.

## 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*. A copy of these standards is available in Guideline 3: Fitout.

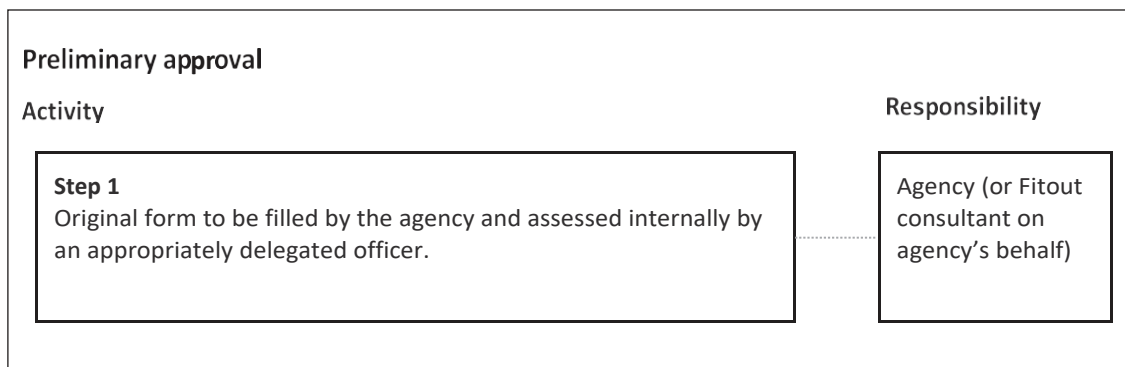
### 2.3 Reporting

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

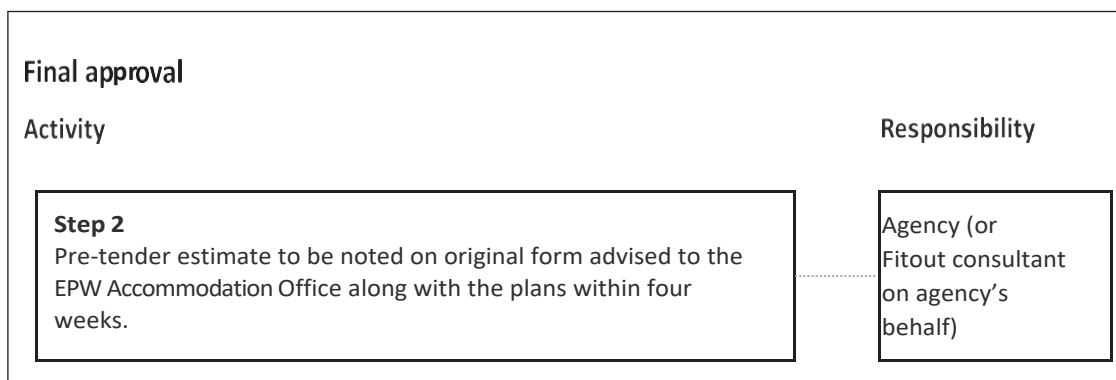
## 2.4 Flow chart for agency-funded projects up to \$100 000

### Before design commences on a 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 summarized 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 utilization 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 EPW Accommodation Office to be kept on file with the preliminary approval.

If the EPW 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 EPW 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 EPW Accommodation Office, for project data entry, assessment, and approval.

If the project is approved, the EPW 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 EPW Accommodation Office for approval.
- Once the EPW 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 EPW Accommodation Office for assessment and approval.
- Support documentation (itemized quotes, contract documentation plans, and explanatory notes etc.) are to accompany the submission.
- The EPW 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 EPW 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*. 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.
- Additional information may be requested at any time.

### 3.5 Flow chart for all projects over \$100,000

**Before design commences on a project (new leases)**

**When a project has an agreed sketch plan (existing buildings)**

Preliminary approval	
Activity	Responsibility
<p><b>Step 1</b> Original form (including existing and proposed sketch plan and preliminary estimate) submitted to the EPW Accommodation Office.</p>	Agency (or Fitout consultant on agency's behalf)
<p><b>Step 2</b> EPW Accommodation Office register proposal and assess business case and scope of works against benchmarks—Proposal Number advised by email.</p>	EPW Accommodation Office
<p><b>Step 3</b> Approval by EPW.</p>	EPW Accommodation Office
<p><b>Step 4</b> EPW Accommodation Office to update tracking register and notify agency of endorsement.</p>	EPW Accommodation Office

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

Final approval	
Activity	Responsibility
<p><b>Step 5</b> Pre-tender estimate noted on original form and signed by agency. Original of proposal, plans and pre-tender estimate submitted to EPW Accommodation Office for approval.</p>	Agency (or Fitout consultant on agency's behalf)
<p><b>Step 6</b> In approving the proposal, EPW Accommodation Office reviews documentation and consults with Agency if required. Approval enables agency proposal to proceed to tender.</p>	EPW Accommodation Office

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

Final approval	
Activity	Responsibility
<p><b>Step 5a</b> Pre-tender estimate to be noted on original form submitted to EPW Accommodation Office with itemized estimate, contract documents and supporting explanatory notes.</p>	Agency (or Fitout consultant on agency's behalf)
<p><b>Step 6a</b> Agency immediately consulted and scope and costs assessed by EPW Accommodation Office. Recommendation to delegate prepared.</p>	EPW Accommodation Office
<p><b>Step 7</b> Form submitted to EPW for approval.</p>	EPW Accommodation Office
<p><b>Step 8</b> EPW Accommodation Office to update database and notify agency of approval.</p>	EPW Accommodation Office

Note: If at any step, the EPW Accommodation Office needs further clarification on a project, the proposal

form will be returned to the agency.

### 3.6 Departmental office accommodation proposal form for all projects

Under \$100K <input type="checkbox"/>		Over \$100K <input type="checkbox"/>		This proposal no. relates to the Department Housing and Public Works only		
PRELIMINARY <input type="checkbox"/>		FINAL <input type="checkbox"/>		Proposal No. _____		
Department of _____		Address of project _____		Project No. _____		
Contact Name _____		Email _____		Ph No _____		
Service Provider Contact Name _____		Request Type (mark applicable box)		Ph No _____		
<input type="checkbox"/> Rationalisation of existing office to meet 12m <sup>2</sup> /person space standard		<input type="checkbox"/> New Initiative		<input type="checkbox"/> DHPW 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"/> Other _____		<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						
Preliminary Estimated Cost Breakdown:		Subtotal:		Target Green Star™ rating:		
Prof Fees:		GST:		Projects over 2,000m <sup>2</sup>		
Contingency:		TOTAL:		5 <input type="checkbox"/> 4 <input type="checkbox"/> n/a <input type="checkbox"/>		
Funding source _____		Timeframe for completion _____		Number of staff in area to be modified _____		
Work required is urgent <input type="checkbox"/>		Reason for urgency _____		Area m <sup>2</sup> _____		
FINAL						
Final Estimated Cost Breakdown:		Subtotal:		Predicted Green Star™ rating:		
Prof Fees:		GST:		(based on self assessment)		
Contingency:		TOTAL:		Projects over 2,000m <sup>2</sup>		
5 <input type="checkbox"/>		4 <input type="checkbox"/>		n/a <input type="checkbox"/>		
PRELIMINARY APPROVAL			FINAL APPROVAL			
Section 1 – PRELIMINARY <sup>1</sup>			Section 2 – WITHIN 10% OF PRELIMINARY <sup>2</sup>		Section 3 – OVER 10% OF PRELIMINARY <sup>3</sup>	
Signed by Agency (delegated authority) _____ / / Date			Signed by Agency (delegated authority) _____ / / Date		Signed by Agency (delegated authority) _____ / / Date	
Name: _____ Title: _____			Name: _____ Title: _____		Name: _____ Title: _____	
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: _____ Title: _____			Name: _____ Title: _____		Name: _____ Title: _____	
APPROVAL PROCESS						
<b>Up to \$100K</b>						
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.						
<b>Over \$100K</b>						
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.						

Accommodation Office, Department of Housing and Public Works, GPO Box 2457, Brisbane Qld 400

## 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 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 summarized 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 (MS) for consideration/ approval by the Office of the Premier.
- If approved, MS will send the proposal form to the EPW Accommodation Office, for project data entry. The EPW 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 EPW Accommodation Office. The EPW Accommodation Office will forward this information to MS for consideration/approval by the Office of the Premier.
- The EPW 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.
- Additional information may be requested at any time.

## 4.5 Proposal form for all Ministerial projects

# Ministerial Office Accommodation Proposal

<b>Preliminary</b> <input type="checkbox"/> <b>Final</b> <input type="checkbox"/>				This proposal no. relates to the Department of Housing Public Works only Proposal No. <input style="width: 100px;" type="text"/>	
<b>Minister for</b>					
<b>Address</b>					
<b>Contact Name</b>					
<b>Email</b>				<b>Phone No</b>	
<b>Request Type (mark applicable box)</b>					
<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			
<b>Business Case Statement/Reason for Change</b>					
<b>Project Scope (eg. remove wall, new chairs x 6, new carpet)</b>					
<b>PRELIMINARY</b>			<b>FINAL</b>		
<b>Estimated cost</b>		Subtotal: \$ Prof Fees: GST: Contingency: Total:	<b>Final cost</b>		Subtotal: \$ Prof Fees: GST: Contingency: Total:
<b>Funding source</b>			<b>No of staff in area to be modified</b>		
<b>Timeframe for completion</b>			<b>Area m<sup>2</sup></b>		
<b>Work required is urgent</b>		<input type="checkbox"/>	<b>Reason for urgency</b>		
<b>PRELIMINARY APPROVAL</b>			<b>FINAL APPROVAL</b>		
Section 1 - PRELIMINARY <sup>1</sup>			Section 2 - FINAL SUBMISSION <sup>2</sup>		
		/ /			/ /
<b>Signed by Agency Name:</b>		<b>Date</b>	<b>Signed by Agency Name:</b>		<b>Date</b>
<b>Title:</b>			<b>Title:</b>		
		/ /			/ /
<b>Signed by Ministerial Services</b>		<b>Date</b>	<b>Signed by HPW delegate</b>		<b>Date</b>
			<b>Signed by Office of the Premier</b>		<b>Date</b>
<b>Signed by the Office of the Premier</b>		<b>Date</b>	<b>APPROVAL PROCESS</b> 1. For all projects complete Section 1. 2. For all projects, complete Section 2 and include final estimates and sketches		

## 4.6 Flow chart for all Ministerial projects

### Before design commences on project

Preliminary approval	
Activity	Responsibility
<b>Step 1</b> Original form submitted to relevant Minister for signature endorsement. EPW Accommodation Office to advise agency of Proposal Number.	Minister's Office/ relevant agency
<b>Step 2</b> Form submitted to Ministerial Services for endorsement.	Relevant agency
<b>Step 3</b> Form submitted to Office of the Premier for endorsement.	Ministerial Services
<b>Step 4</b> Form forwarded to EPW Accommodation Office for project data entry.	Ministerial Services
<b>Step 5</b> Update tracking register notify relevant agency 'Contact name' of endorsement.	EPW Accommodation Office

## Before project is tendered

Final approval	
Activity	Responsibility
<b>Step 6</b> Pre-tender estimate to be noted on original form submitted to EPW Accommodation Office with itemized estimate, full contract documents and supporting explanatory notes.	Agency (or Fitout consultant on agency's behalf)
<b>Step 7</b> Form submitted to EPW delegate for endorsement.	EPW Accommodation Office
<b>Step 8</b> Form submitted to Ministerial Services for endorsement.	EPW Accommodation Office
<b>Step 9</b> Form submitted to Office of the Premier for endorsement.	Ministerial Services
<b>Step 10</b> Form forwarded to EPW Accommodation Office for project data entry.	Ministerial Services
<b>Step 11</b> Update tracking register notify agency of approval to proceed with tender.	EPW Accommodation Office

Note: If at any step, the EPW Accommodation Office needs further clarification on a project, the proposal form will be returned to the agency.