

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 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 HPW Accommodation Office prior to any work being undertaken.

The HPW 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 HPW Accommodation Office can commence on behalf of an agency if a lease clearance has been obtained from the HPW 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 HPW 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 HPW 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*.
- HPW 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 HPW 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 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 HPW 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 HPW 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)

Preliminary approval

Activity

Step 1

Original form to be filled by the agency and assessed internally by an appropriately delegated officer.

Responsibility

Agency (or Fitout consultant on agency's behalf)

Before project is tendered

Final approval

Activity

Step 2

Pre-tender estimate to be noted on original form advised to the HPW Accommodation Office along with the plans within four weeks.

Responsibility

Agency (or Fitout consultant on agency's behalf)

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 HPW Accommodation Office to be kept on file with the preliminary approval.

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

If the project is approved, the HPW 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 HPW Accommodation Office for approval.
- Once the HPW 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 HPW Accommodation Office for assessment and approval.
- Support documentation (itemized quotes, contract documentation plans, and explanatory notes etc.) are to accompany the submission.
- The HPW 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 HPW 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
Step 1 Original form (including existing and proposed sketch plan and preliminary estimate) submitted to the HPW Accommodation Office.	Agency (or Fitout consultant on agency's behalf)
Step 2 HPW Accommodation Office register proposal and assess business case and scope of works against benchmarks—Proposal Number advised by email.	HPW Accommodation Office
Step 3 Approval by HPW.	HPW Accommodation Office
Step 4 HPW Accommodation Office to update tracking register and notify agency of endorsement.	HPW Accommodation Office

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

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

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

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

Note: If at any step, the HPW 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

DEPARTMENTAL OFFICE
ACCOMMODATION PROPOSAL

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"/>			
Department of				Proposal No. _____	
Address of project				Project No. _____	
Contact Name				Ph No. _____	
Email				Fax No. _____	
Service Provider Contact Name				Ph No. _____	
Request Type (mark applicable box)		<input type="checkbox"/> New Initiative		<input type="checkbox"/> DHPW owned space	
<input type="checkbox"/> Rationalisation of existing office to meet 12m ² /person space standard		<input type="checkbox"/> Construction of new offices		<input type="checkbox"/> Existing non-govt leased	
<input type="checkbox"/> Relocation of office		<input type="checkbox"/> Refurbishment of existing offices		<input type="checkbox"/> New non-govt space to be leased	
<input type="checkbox"/> Furniture changes		<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:		Target Green Star™ rating:		5 <input type="checkbox"/> 4 <input type="checkbox"/> n/a <input type="checkbox"/>	
Subtotal:		Projects over 2,000m ²			
Prof Fees:					
Contingency: GST:					
TOTAL:					
Funding source		Number of staff in area to be modified			
Timeframe for completion		Area m ²			
Work required is urgent <input type="checkbox"/>		Reason for urgency			
FINAL					
Final Estimated Cost Breakdown:		Predicted Green Star™ rating:		5 <input type="checkbox"/> 4 <input type="checkbox"/> n/a <input type="checkbox"/>	
Subtotal:		(based on self assessment)			
Prof Fees:		Projects over 2,000m ²			
Contingency: GST:					
TOTAL:					
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) Name: _____ Title: _____ Date: ____/____/____		Signed by Agency (delegated authority) Name: _____ Title: _____ Date: ____/____/____		Signed by Agency (delegated authority) Name: _____ 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: ____/____/____	
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.					

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 HPW Accommodation Office, for project data entry. The HPW 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 HPW Accommodation Office. The HPW Accommodation Office will forward this information to MS for consideration/approval by the Office of the Premier.
- The HPW 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.

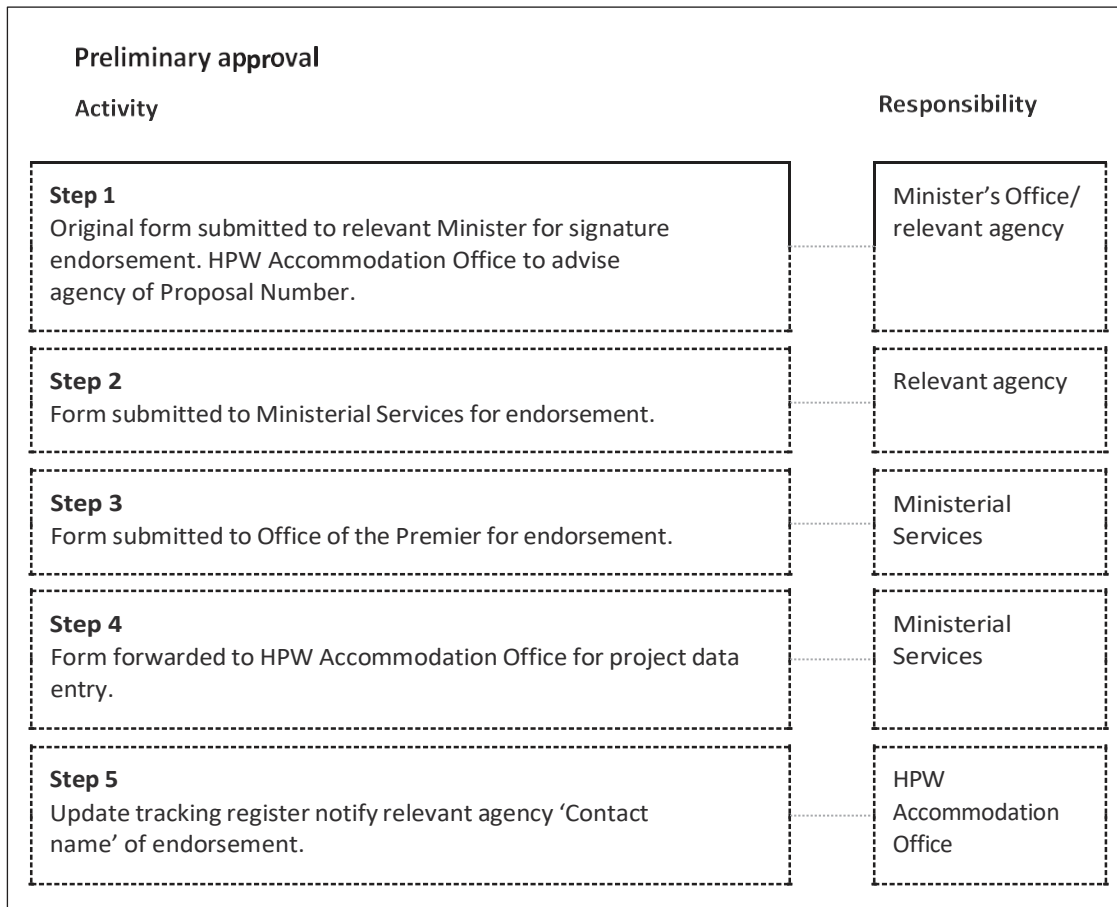
4.5 Proposal form for all Ministerial projects

Ministerial Office Accommodation Proposal

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



Before project is tendered

Final approval

Activity

Responsibility

Step 6

Pre-tender estimate to be noted on original form submitted to HPW Accommodation Office with itemized estimate, full contract documents and supporting explanatory notes.

Agency (or Fitout consultant on agency's behalf)

Step 7

Form submitted to HPW delegate for endorsement.

HPW Accommodation Office

Step 8

Form submitted to Ministerial Services for endorsement.

HPW Accommodation Office

Step 9

Form submitted to Office of the Premier for endorsement.

Ministerial Services

Step 10

Form forwarded to HPW Accommodation Office for project data entry.

Ministerial Services

Step 11

Update tracking register notify agency of approval to proceed with tender.

HPW Accommodation Office

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