Ministerial Office Accommodation Proposal

Preliminary ☐ **Final**	This proposal no. relates to the Department of Housing and Public Works only **Proposal No.**

Minister for	
Address	
Contact name	
Email	**Phone No.**

Request type (mark applicable box)

☐	Change of furniture (eg. new desk)	☐	Change of floor plan/office layout
	Change of finishes (eg. carpet)	☐	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	**Subtotal:** $ Prof Fees: GST: Contingency: Total:
Funding source		No of staff in area to be modified	
Timeframe for completion		Area m^2	
Work required is urgent		Reason for urgency	

Preliminary approval	**Final approval**	
Section 1 - Preliminary[1]	Section 2 - Final submission[2]	
Signed by agency Title:	Signed by agency Title:	Signed by Ministerial Services
Signed by Ministerial Services	Signed by DHPW delegate	Signed by Office of the Premier
Signed by the Office of the Premier	**Approval process** For all projects, complete Sections 1 and 2 and include final estimates and sketches.	