

Departmental Office Accommodation Proposal

Under \$100K		Over \$100K		This proposal no. relates to the Department of Housing and Public Works only	
Preliminary		Final		Proposal No.	
Department name				Project No.	
Address of project				Phone No.	
Contact name					
Email					
Service provider contact name				Phone No.	
Request type (mark applicable box)		New initiative		DHPW-owned space	
Rationalisation of existing office to meet 12m²/person space standard		Construction of new offices		Existing non-government leased	
Relocation of office		Refurbishment of existing offices		New non-government space to be leased	
Furniture changes		Other		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: Projects over 2,000m²	5	4	n/a
Subtotal:					
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: (based on self assessment) Projects over 2,000m²	5	4	n/a
Subtotal:					
Prof Fees:					
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) Title:		Signed by agency (delegated authority) Title:		Signed by agency (delegated authority) Title:	
Signed by Department of Housing and Public Works		Signed by Department of Housing and Public Works		Signed by Department of Housing and Public Works	
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.					